



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

**July 10, 2023**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, July 10, 2023 @ 11:30 a.m. in the 3<sup>rd</sup> 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, Sr.  
Sari M. O'Connor  
John-Raphael Pichardo  
Janet M. Thayer

**MEMBERS ABSENT**

Thomas A. Nardacci  
Steven H. Heider

**STAFF**

Philip F. Calderone, Esq.  
Christine C. Quinn  
Michael F. Zonsius  
Matt Cannon  
Connor Haskin  
Liz Charland  
John LaClair  
Doug Myers  
Helen Chadderdon  
Margaret Herrmann  
Bobbi Matthews

**ATTENDEES**

Ray Casey, Airport Consultant  
Todd Pennington, AvPorts Airport Manager  
Carmiena Brooks, Assistant Airport Manager  
Captain Stephen Dorsey, AvPorts - ARFF  
Fire Chief Dave Cook, AvPorts – ARFF  
George Penn, Director of Operations Albany County  
Brian King, Million Air Manager  
Kelly Melaragno, CHA Consulting, Inc.  
Carl Stewart, Turner Construction  
Rob Wagner, Turner Construction  
CHA Intern  
CHA Intern  
Ray Camilli, AvPorts  
Kevin Hehir, AvPorts  
Jim O'Brien, AvPorts



Cameron Sagan, Public Information Officer Albany County

Chair Fresina noted that there was a quorum.

**General:**

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

Ms. O'Connor moved to approve the minutes of the June 12, 2023 meeting. The motion was adopted unanimously.

Mr. Pichardo moved to approve the minutes of the June 29, 2023 meeting with the clerical error on Agenda Item cover sheet 1.1 noting the base amount of \$785,000 corrected to read \$789,000 plus Alternate No. 2 for a total bid of \$796,000 not \$792,000 as indicated on the cover sheet. Note back-up (bid tabulation to Agenda Item 1.1 reflected the correct amounts. 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 July 2023.

Kelly Melaragno, CHA Consulting, Inc., provided an update of the design of the Terminal Expansion Project.

Rob Wagner, Turner Construction, provided an update of the bid packages for the Terminal Expansion Project.

4. **Chief Financial Officer Report**

Mr. Zonsius presented the Financial Report for the month of July 2023.

5. **Project Development**

Mr. LaClair presented the Project Development report for the month of July 2023.

6. **Counsel**

Ms. Quinn advised we are in the final year of the five-year Use & Lease Agreements with our Signatory Airlines. She further advised the Airlines have all agreed to renew their Agreements.



**7. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador report for the month of July 2023.

**8. Public Affairs**

Mr. Myers presented the Public Affairs report for the month of July 2023.

**9. Business & Economic Development**

Mr. Cannon advised the Master Plan Open House was a success. He also provided an airline update.

**Action Items:**

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

**10.1 Construction Contract: Authorization to Award Construction Contract 21-1013-HVAC-E for Air Traffic Control Tower HVAC to Kasselmann Electric Co. Inc.**

Mr. LaClair recommended authorization to award Contract # 21-1013-HVAC-E for the Air Traffic Control Tower HVAC to qualified low bidder Kasselmann Electric Co., Inc. of Menands, NY for \$85,737.00. He advised the contract scope includes removal of electric service to the existing non-functional HVAC equipment for the entire facility and rewiring with new equipment in coordination with the mechanical contractor. The work will need to be performed during night hours and around the FAA Tower and Tracon work schedules. Additionally temporary heating and cooling must be provided to maintain normal FAA operations. This project will be 89% Federally funded and 11% Airport funded.

Ms. O'Connor moved to approve the award Contract # 21-1013-HVAC-E for the Air Traffic Control Tower HVAC to qualified low bidder Kasselmann Electric Co., Inc. of Menands, NY for \$85,737.00. The motion was adopted unanimously.

**10.2 Construction Contract: Authorization to Award Construction Contract 21-1013-HVAC-M for Air Traffic Control Tower HVAC to Collett Mechanical, Inc.**



Mr. LaClair recommended authorization to award Contract # 21-1013-HVAC-M for the Air Traffic Control Tower HVAC to qualified low bidder Collett Mechanical, Inc. of Albany, New York for \$1,415,000.00. He advised the contract scope includes removal of the existing non-functional HVAC equipment for the entire facility and replacing with new equipment. Also, the work will need to be performed during night hours and around the FAA tower and Tracon work schedules. Additionally temporary heating and cooling must be provided to maintain normal FAA operations. This project will be 100% Federally funded.

Ms. O'Connor moved to approve the award Contract No. 21-1013-HVAC-M for the Air Traffic Control Tower HVAC to qualified low bidder Collett Mechanical, Inc. of Albany, NY for \$1,415,000.00. The motion was adopted unanimously.

**10.3 Construction Contract: Authorization to Award Construction Contract 21-1013-R-Rebid for Air Traffic Control Tower Roof to Titan Roofing, Inc.**

Mr. LaClair recommended authorization to award Contract No. 21-1013-R-Rebid for the Air Traffic Control Tower Roof to qualified low bidder Titan Roofing, Inc. in the amount of \$509,000.00. He advised the contract scope includes the complete removal of lower roof including the insulation and replacing the insulation per the latest NYS Energy Code and a new roof and safety rail system. This project will be 100% Federally funded.

Mr. Hicks moved to approve the award of Contract No. 21-1013-R-Rebid for the Air Traffic Control Tower Roof to qualified low bidder Titan Roofing, Inc. of Albany, NY in the amount of \$509,000.00. The motion was adopted unanimously.

**10.4 Construction Contract: Authorization to Award Construction Contract 21-1082-GC for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.**

Mr. LaClair recommended authorization to award Contract 21-1082-GC for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC in the amount of \$32,796,900. He advised the contract scope includes the complete removal of the existing garage rotunda and north pedestrian walk bridge, micro pile installation, concrete and rebar for the footings, supply and erect structural steel. Additionally there will be utility relocations, traffic control and temporary queuing platform for Pre TSA passengers. This project will be 100% State funded.

Ms. O'Connor moved to approve the award of Contract 21-1082-GC for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC. in the amount of \$32,796,900. The motion was adopted unanimously.

**10.5 Construction Contract: Authorization to Award Construction Contract 1145-GC for Million Air Roof to Titan Roofing, Inc.**



Mr. LaClair recommended authorization to award Construction Contract 1145-GC for the Million Air Roof replacement to Titan Roofing, Inc. in the amount of \$898,000. He advised the contract scope includes the complete removal of existing roof including the stone ballast and insulation and replacing the insulation per the latest NYS Energy Code and installing a new roof. This project will be 100% Airport funded.

Mr. Pichardo moved to approve the award of Contract No. 1145-GC for Million Air Roof Replacement to Titan Roofing, Inc. in the amount of \$898,000. The motion was adopted unanimously.

**10.6 Negotiations: Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection)**

Mr. LaClair recommended authorization to award Negotiations for Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection). He advised 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. This project will be Federal and State funded.

Mr. Hicks moved to approve the award for Negotiations Contract S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection). The motion was adopted unanimously.

**10.7 Amend Awarded Value to Professional Services: Contract No. S-22-1139 Design Services for the New In-Line Checked Baggage Inspection System (CBIS) with VTC (Vic Thompson Company).**

Mr. LaClair recommended authorization to amend the awarded value of Professional Services: Contract No. S-22-1139 Design Services for the New In-Line Checked Baggage Inspection System (CBIS) with VTC (Vic Thompson Company) to a base amount of \$1,110,377.00 (Previously approved 2/13/23, \$1,000,303.15 per TSA OTA). He advised the RFQ evaluations committee voted for award to the design firm of VTC of Arlington, Texas. VTC submitted a fee proposal which was negotiated within the TSA guidelines. The TSA supplied a revised Design proposal on March 28, 2023 after the signed OTA was received from them which added to the scope of work and changed the Final contract amount by \$110,073.90 due to increased space requirements of the TSA that will require more structural design modifications of the existing Terminal building. This agreement will be 72.5% Federally funded and 27.5% Airport funded.

Ms. O'Connor moved to approve the amended value of Professional Services: Contract No. S-22-1139 Design Services for the New In-Line Checked Baggage Inspection System (CBIS) with VTC (Vic Thompson Company) to a base amount of \$1,110,377.00 (Previously approved 2/13/23, \$1,000,303.15 per TSA OTA). The motion was adopted unanimously.



**10.8 State Environmental Quality Review (SEQR)**

**Authorization to Accept the Draft SEQR Environmental Assessment Form (EAF) and Adopt a SEQR Negative Declaration for Runway 01 Service Road Construction **TABLED****

**10.9 Service Contract: Professional Services Contract No. 23-1148 Government Banking Services award to: KeyBank, N.A., 66 South Pearl Street, Albany, NY 12207 **TABLED****

- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants - None**
- 13. Informational Only**

**Old Business:**

**New Business:**

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

**Chair Fresina made a motion to go into executive session to discuss:**

**ES-1 Matter of Attorney-Client Privilege - Contract**

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



**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**July 10, 2023**

**General:**

3. **Chairman's Remarks**
4. **Approval of Minutes:**  
**Regular Meeting – June 12, 2023**  
**Special Meeting – June 29, 2023**
4. **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 **Construction Contract: Authorization to Award Construction Contract 21-1013-HVAC-E for Air Traffic Control Tower HVAC to Kasselmann Electric Co. Inc.**
  - 10.2 **Construction Contract: Authorization to Award Construction Contract 21-1013-HVAC-M for Air Traffic Control Tower HVAC to Collett Mechanical, Inc.**



- 10.3 Construction Contract: Authorization to Award Construction Contract 21-1013-R-Rebid for Air Traffic Control Tower Roof to Titan Roofing, Inc.
- 10.4 Construction Contract: Authorization to Award Construction Contract 21-1082-GC for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.
- 10.5 Construction Contract: Authorization to Award Construction Contract 1145-GC for Million Air Roof to Titan Roofing, Inc.
- 10.6 Negotiations: Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection)
- 10.7 Amendment No. 1 to Professional Services: Contract No. S-22-1139 Design Services for the New In-Line Checked Baggage Inspection System (CBIS) with VTC (Vic Thompson Company).
- 10.8 State Environmental Quality Review (SEQR)

Authorization to Accept the Draft SEQR Environmental Assessment Form (EAF) and Adopt a SEQR Negative Declaration for Runway 01 Service Road Construction

- 10.9 Service Contract: Professional Services Contract No. 23-1148 Government Banking Services award to: KeyBank, N.A., 66 South Pearl Street, Albany, NY 12207

- 11. Authorization of Change Orders - None
- 12. Authorization of Federal and State Grants - None
- 13. Informational Only

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters



**NOTICE**

Posted Info Desk : website  
7/5/23

A. Charland

ALBANY COUNTY AIRPORT AUTHORITY  
FINANCE COMMITTEE  
MEETING NOTICE

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

The Albany County Airport Authority will hold a Finance Committee meeting on Monday, July 10, 2023 at 9:30 a.m. The meeting will be held in the Conference Room in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.

ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE

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Albany Times Union  
News Plaza  
Box 15000  
Albany, New York 12212

ALBANY INTERNATIONAL AIRPORT


Account Number: 061026000  
Order Number: IPLATU0015512

737 ALBANY SHAKER RD

Albany NY 12211

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

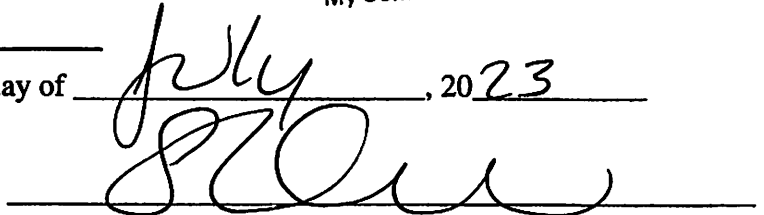
07/10/2023

 7/11/23

Denise R. LaCoppola

Subscribed and sworn to before me, this 11 day of July, 2023

SUSAN QUINE  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01QU6396414  
Qualified in Rensselaer County  
My Commission Expires 08-19-2023



Notary Public Albany County

IPLATU0015512

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:14 AM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** ACAA Meeting Notices

**ALBANY COUNTY AIRPORT AUTHORITY**

**FINANCE COMMITTEE**

**MEETING NOTICE**

*Finance Committee Members:*

*Kevin Hicks, Chair*  
*Sari O'Connor, Committee Member*  
*Tom Nardacci, Committee Member*  
*Sam Fresina, Ex Officio*

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***PLEASE NOTE NEW MEETING TIME FOR REGULAR MEETING --- 10:00 A.M.***

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:14 AM  
**To:** Phil Calderone; Chris Quinn; Michael Zonsius; Margaret Herrmann; Liz Charland  
**Subject:** Finance Committee Meeting - Monday July 10, 2023 at 9:30 am.

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

*Finance Committee Members:*

*Kevin Hicks, Chair*  
*Sari O'Connor, Committee Member*  
*Tom Nardacci, Committee Member*  
*Sam Fresina, Ex Officio*

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:13 AM  
**To:** Board Room; Bobbi Matthews; Brian King; Carmiena Brooks; Chris Quinn; Connor Haskin; Dave Collins; Doug Myers; Dwayne Lovely; Fire Chief Dave Cook; Helen Chadderdon; Jenn Munger; Jim O'Brien; John LaClair; Katie Kane; Katie Mahoney; Kevin Hehir; Liz Charland; Margaret Herrmann; Matt Cannon; Michael Zonsius; Phil Calderone; Ray Camilli; Todd Pennington  
**Subject:** Regular Meeting Notice Monday July 10, 2023 at 10:00 a.m.

**ALBANY COUNTY AIRPORT AUTHORITY**

**MEETING NOTICE**

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***PLEASE NOTE NEW MEETING TIME FOR REGULAR MEETING --- 10:00 A.M.***

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:10 AM  
**To:** Janet Thayer; John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steve Heider; Steven H. Heider; Tom Nardacci  
**Subject:** Finance Committee & Regular Meeting Notices PLEASE NOTE NEW TIME OF REGULAR MEETING 10:00 A.M.

**ALBANY COUNTY AIRPORT AUTHORITY**

**FINANCE COMMITTEE**

**MEETING NOTICE**

*Finance Committee Members:*

*Kevin Hicks, Chair  
Sari O'Connor, Committee Member  
Tom Nardacci, Committee Member  
Sam Fresina, Ex Officio*

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***PLEASE NOTE NEW MEETING TIME FOR REGULAR MEETING --- 10:00 A.M.***

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:06 AM  
**To:** Bart Johnson; Brandon Russell, Majority Counsel; Brian King; Carl Stewart (Turner); County Executive Daniel P. McCoy; Dave Collins; Fire Chief Dave Cook; Frank Mauriello, Albany County Minority Leader; George Penn (Albany County); Jeremy Martelle (CHA); Jill Bryce; Kelly Melaragno (CHA); Larry Rulison (Times Union); LRulison (Times Union); Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mary Rozak (Albany County); Mike DeMasi (Business Review); mmangini; Pete Rea (prea@dot.state.ny.us); Rich Amadon (CHA); Rick Karlin; Rob Wagner (Turner); Spotlight News; Todd Pennington; WRGB News  
**Subject:** ACAA Regular Meeting Notice - Monday July 10, 2023 at 10:00 a.m. - Following 9:30 a.m. Finance Committee Meeting

**ALBANY COUNTY AIRPORT AUTHORITY**

**FINANCE COMMITTEE**

**MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:04 AM  
**To:** TU Legals  
**Subject:** Account No. 061026000  
  
**Importance:** High

Please publish one time ASAP. Let me know if you have any questions. Thank you - Liz

**ALBANY COUNTY AIRPORT AUTHORITY**

**FINANCE COMMITTEE**

**MEETING NOTICE**

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# **AGENDA ITEM NO. 1**

## **Chairman's Remarks**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**

**Regular Meeting – June 12, 2023**

**Special Meeting – June 29, 2023**



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

**June 12, 2023**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, June 12, 2023 @ 11:30 a.m. in the 3<sup>rd</sup> 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, Sr.  
Steven H. Heider  
Sari M. O'Connor  
John-Raphael Pichardo  
Janet M. Thayer

**MEMBERS ABSENT**

Thomas A. Nardacci

**STAFF**

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

**ATTENDEES**

Arturo Garcia-Alonso, AvPorts, Chief Operating Officer  
Todd Pennington, AvPorts Airport Manager  
Carmiena Brooks, Assistant Airport Manager  
Fire Chief Dave Cook, AvPorts – ARFF  
Dennis Feeney, Majority Leader  
George Penn, Director of Operations Albany County  
Carl Stewart, Turner Construction  
Ray Camilli, AvPorts  
Kevin Hehir, AvPorts  
Jim O'Brien, AvPorts  
Katie Mahoney, AvPorts  
Brian King, Million Air Manager  
Paul McDonnell, AICP, VP-Chief Planner CHA  
Kelly Melaragno, CHA Consulting, Inc.  
Giavani Burdick, CHA Consulting, Inc., Intern  
Jeff Lovell, Park Strategies, LLC



Mary Rozak, Albany County Director of Communications  
Michael Cavaleri, Albany County AV Specialist  
Cameron Sagan, Albany County  
Naishly Ortiz, Albany County  
Toma Vardhami, Albany County

Chair Fresina noted that there was a quorum.

**General:**

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

Ms. O'Connor moved to approve the minutes of the May 8, 2023 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 June 2023.

- 4. Chief Financial Officer Report**

Mr. Zonsius presented the Financial Report for the month of June 2023.

- 5. Project Development**

Mr. LaClair presented the Project Development report for the month of June 2023.

- 6. Counsel**

Ms. Quinn advised that the Memorandum of Agreement for Communication services has been sent to the County and will be going to the County Contract Administration Board for review and approval.

She further advised that we will need an emergency board meeting as bid package number 2 has been extended to weeks to June 22, 2023 and awards will need to be made prior to the July 10, 2023 Board meeting.

- 7. Concessions/Ambassador Program**

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



June 2023.

**8. Public Affairs**

Mr. Myers presented the Public Affairs report for the month of June 2023.

**9. Business & Economic Development**

Paul McDonnell, Chief Planner – CHA Consulting provided an update on the RAC and TAC Meetings and advised of the Public Information Session scheduled for Tuesday, June 20, 2023 regarding the Airport Mater Plan Update. He also reviewed the Next Steps (after public meeting) along with the current schedule.

**Action Items:**

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

**10.1 Purchase: Approve the purchase of a 7400 JetEx eGPU, Battery-powered Ground Power Unit ITW GSE Inc.**

Mr. Zonsius recommended approval for the purchase of a 7400 JetEx eGPU Battery-powered Ground Power Unit in the amount of \$58,515. This purchase will be 100% Airport funded from account number 2023-00390-90-2018.

Mr. Hicks moved to authorize the purchase of a 7400 JetEx eGPU Battery-powered Ground Power Unit in the amount of \$58,515 to be 100% Airport funded. The motion was adopted unanimously.

**10.2 Amendment No. 1 Professional Services Contract No. S-22-1114: Design Services for Air Cargo Pavement Rehabilitation with Passero Associates (Construction Inspection).**

Mr. LaClair recommended authorization to award Amendment No. 1 to Contract: No. S-22-1114 Design Services for Air Cargo Pavement Rehab with Passero Associates in the amount of \$186,675. He advised this Amendment is for Construction Inspection (C.I.) for the project. The work will include fulltime onsite Construction Inspection, materials testing, project reporting and processing the contractor's payment applications. This amendment will be 100% Airport funded.

Mr. Heider moved to approve the award Amendment No. 1 to Contract No. S-22-1114 Design Services for Air Cargo Pavement Rehab with Passero Associates in the amount of \$186,675 for Construction Inspection (C.I.) The motion was adopted unanimously.



**10.3 Contract No. S-23-1146 – Airport Access Gate, Gate Operator, Power and Controls Replacement**

Mr. LaClair recommended authorization to award Contract No. 23-1146 Airport Access Gates and Operators and Power Controls to qualified low bidder Access Anvil Corp. of Albany, NY in the amount of \$2,169,839.01. He advised the contract scope includes removal of the existing perimeter fence vehicle gates and operators and providing and installing new gates and operators and also all perimeter fence man gates will be replaced or refurbished per the project plans. This contract shall require FAA concurrence and compliance with the apprenticeship program.

Ms. O'Connor moved to approve the award Request to award Contract # 23-1146 Airport Access Gates and Operators and Power Controls to qualified low bidder Access Anvil Corp. of Albany, NY for \$2,169,839.01 this shall require FAA concurrence and compliance with the apprenticeship program. The motion was adopted unanimously.

**10.4 Lease Amendment: Amendment No. 5: Hangar Lease Agreement No. L-759: Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines**

Ms. Quinn recommended authorization to enter into Amendment No. 5 with Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines. She advised Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines has been a tenant of Building No. 201 (Bluebird Hangar) for several years. The current Lease was effective July 1, 2011, went to holdover, month-to-month status December 31, 2017, it's term was extended to December 31, 2017 by Amendment 2; its term extended to March 31, 2019 by Amendment 3 and then month-to-month; and its term most recently extended to March 31, 2022 by Amendment 4 and has been month-to-month since. This Amendment also extends the term of the lease to March 31, 2024. The current rate of \$6,997.71 per month will increase 3.5% to \$7,242.64 per month in January 2024.

Ms. Thayer moved to approve Lease Amendment No. 5 to Hangar Lease Agreement No. L-759 with Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines extending the term of the lease to March 31, 2024 at the current rate of \$6,997.71 per month with an increase of 3.5% to \$7,242.64 per month in January 2024. The motion was adopted unanimously.

**10.5 Approval of a Memorandum of Agreement between the County of Albany & the Albany County Airport Authority for the provision of communication services**

Ms. Quinn recommended authorization to enter into a Memorandum of Agreement between the County of Albany & the Albany County Airport Authority



for the provision of communication services as it relates to the upcoming Upstate Airport Economic Development & Revitalization Competition Grant Expansion Project. There will be an initial one (1) year term from June 12, 2023 – June 11, 2024, in an amount Not To Exceed \$96,000.00 with a renewal term from June 12, 2024 – February 22, 2025 (State Aviation Project Funding Agreement – Project Completion Date).

Mr. Heider a Memorandum of Agreement between the County of Albany & the Albany County Airport Authority for the provision of communication services as it relates to the upcoming Upstate Airport Economic Development & Revitalization Competition Grant Expansion Project with an initial one (1) year term from June 12, 2023 – June 11, 2024, in an amount Not To Exceed \$96,000.00 with a renewal term from June 12, 2024 – February 22, 2025 (State Aviation Project Funding Agreement – Project Completion Date). The motion was adopted unanimously.

11. **Authorization of Change Orders - None**
12. **Authorization of Federal and State Grants**
13. **Informational Only**

**Old Business:**

**New Business:**

Mary Rozak, Albany County Director of Communications, introduced the County Communications Team.

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

**Chair Fresina made a motion to go into executive session to discuss:**

**ES-1 Matter of Attorney-Client Privilege**

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





**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**June 12, 2023**

**General:**

3. **Chairman's Remarks**
4. **Approval of Minutes - Regular Meeting - May 8, 2023**
4. **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 **Purchase: Approve the purchase of a 7400 JetEx eGPU, Battery-powered Ground Power Unit ITW GSE Inc.**
  - 10.2 **Amendment No. 1 Professional Services Contract No. S-22-1114: Design Services for Air Cargo Pavement Rehabilitation with Passero Associates (Construction Inspection).**
  - 10.3 **Contract No. S-23-1146 - Airport Access Gate, Gate Operator, Power and Controls Replacement**
  - 10.4 **Lease Amendment: Amendment No. 5: Hangar Lease Agreement No. L-759: Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines**



**10.5 Approval of a Memorandum of Agreement between the County of Albany & the Albany County Airport Authority for the provision of communication services**

- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants - None**
- 13. Informational Only**

**Old Business:**

**New Business:**

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





ACAA Approved with clerical error on Agenda Item 1.1 cover sheet noting the base amount of \$785,000 corrected to read \$789,000 plus Alternate #2 for a Total Bid of \$796,000 not \$792,000 as indicated on the cover sheet. Note back-up (bid tabulation) to Agenda Item 1.1 reflected the correct amounts. 07/10/2023

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

**June 29, 2023**

Pursuant to notice duly given and posted, the special meeting of the Albany County Airport Authority was called to order via telephonic on Thursday, June 29, 2023 @ 12:00 noon via telephonic by Chairman Samuel A. Fresina with the following present:

**MEMBERS TELEPHONICALLY PRESENT**

Samuel A. Fresina  
Kevin R. Hicks, Sr.  
Steven H. Heider  
Thomas A. Nardacci  
Sari M. O'Connor  
John-Raphael Pichardo  
Janet M. Thayer

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
Christine C. Quinn (Telephonic)  
Michael F. Zonsius  
Liz Charland  
John LaClair

Chair Fresina noted that there was a quorum.

**Action Item:**

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

**1.1 Equipment Contract: Authorization to Award Purchase Order for Terminal Pre-TSA Expansion – Electrical & Mechanical Equipment to John W. Danforth Co.**

Mr. LaClair recommended authorization to award a Purchase Order for Bid Package No. 3 Pre-TSA Expansion – Electrical and Mechanical Equipment to qualified low bidder John W. Danforth, Co. of Clifton Park, NY for \$796,000.00. He advised the scope is supplying long lead electrical (backup generator) and mechanical (air handlers and large pumps) for the Terminal Pre-TSA expansion. He further advised Alternate #2 is for Bonds and Insurance to cover the material during shipping and delivery; no labor is required. This Purchase Order shall require FAA concurrence.

Mr. Heider moved to approve the award of a Purchase Order for Bid Package No.



3 Terminal Pre-TSA Expansion – Electrical and Mechanical Equipment to qualified low bidder John W. Danforth, Co. of Clifton Park, NY for \$796,000.00 with no labor required. The motion was adopted unanimously, with the Board being polled individually.

There being no further business, the meeting was adjourning at 12:10 p.m.



**ALBANY COUNTY AIRPORT AUTHORITY**

**SPECIAL MEETING**

**AGENDA**

**June 29, 2023**

**Action Items:**

- 1. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 1.1 Equipment Contract: Authorization to Award Purchase Order for Terminal Pre-TSA Expansion - Electrical & Mechanical Equipment to John W. Danforth Co.**

## **AGENDA ITEM NO. 3**

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

## **AGENDA ITEM NO. 4**

### **Financials**





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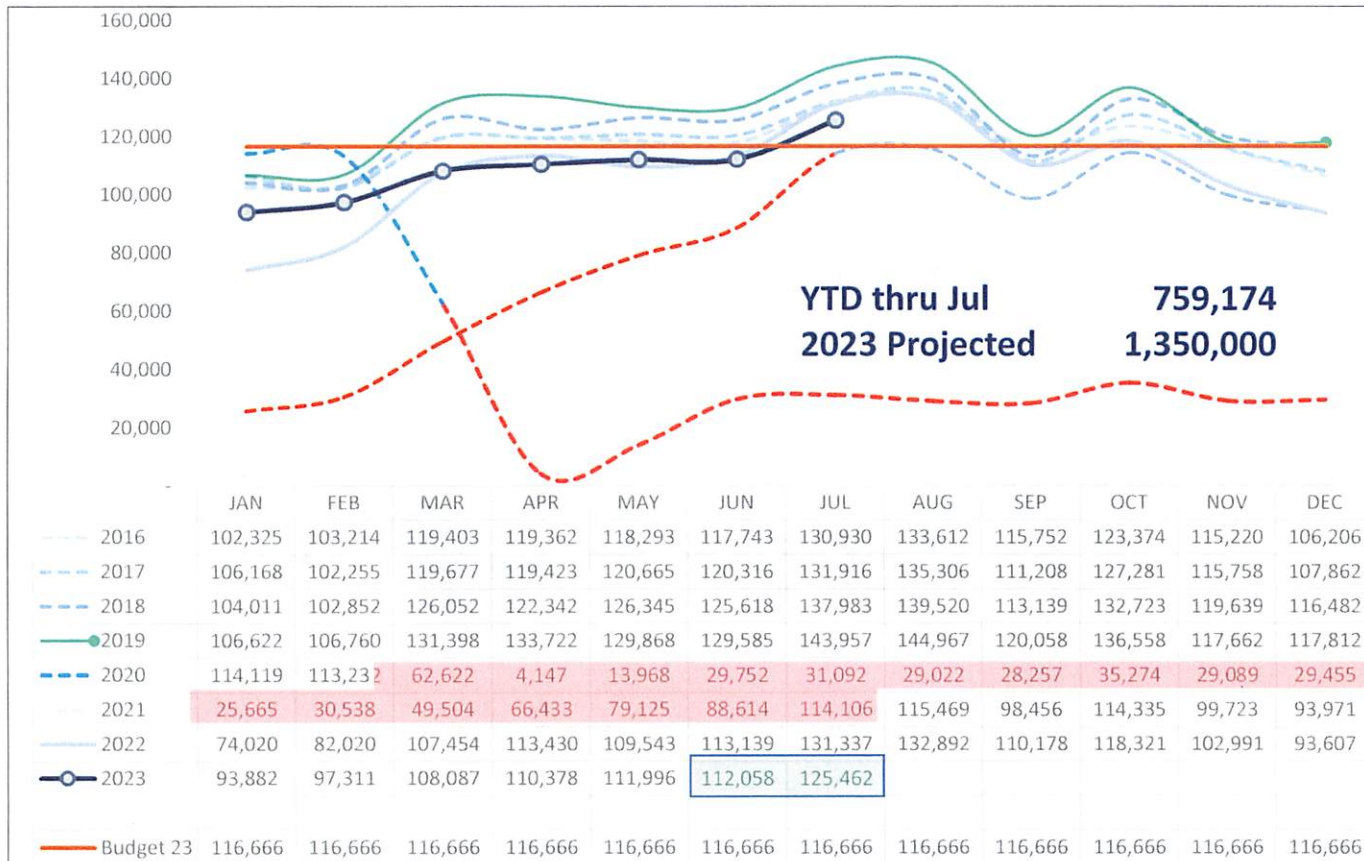
## FINANCIAL REPORT

May 2023

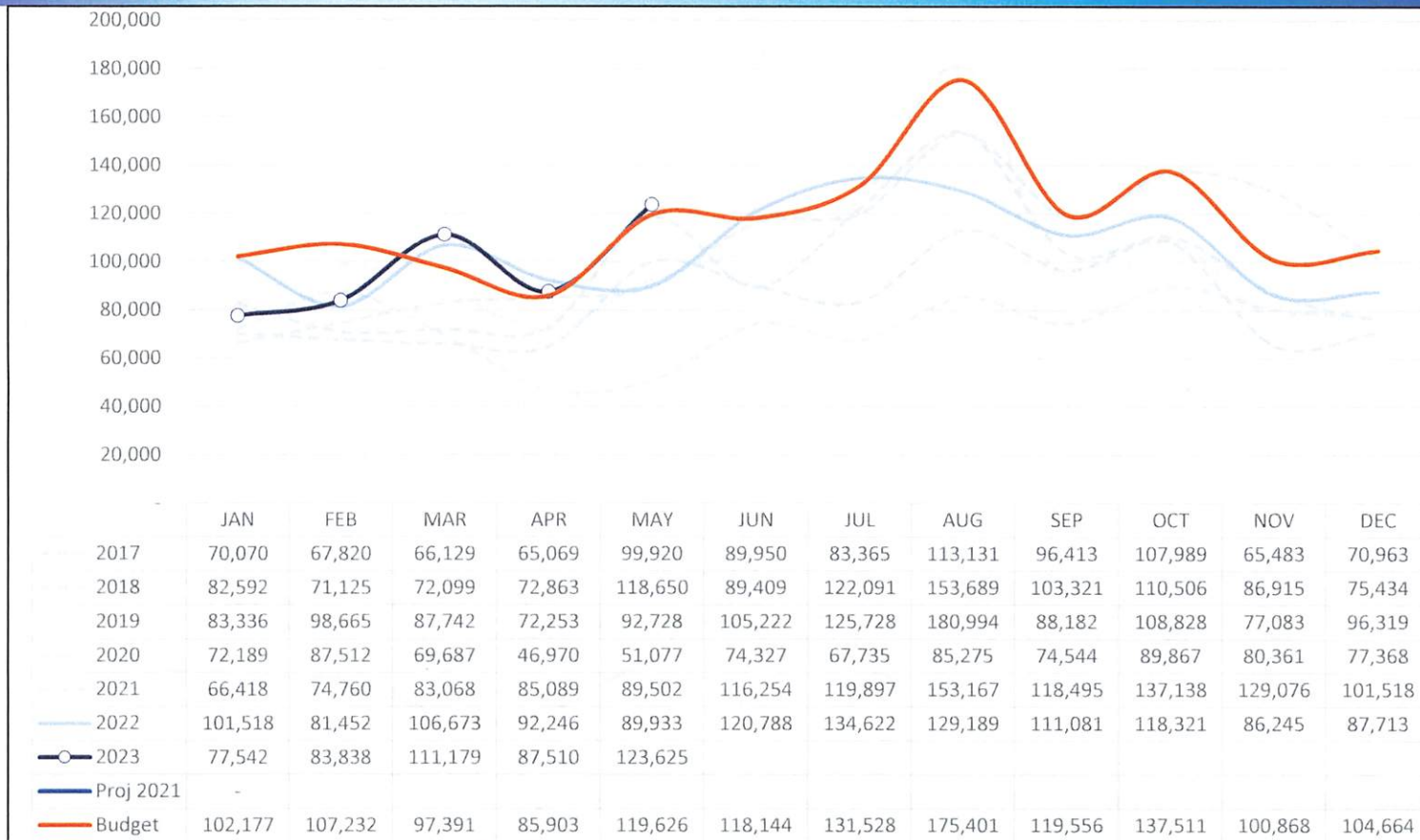
July 10, 2023

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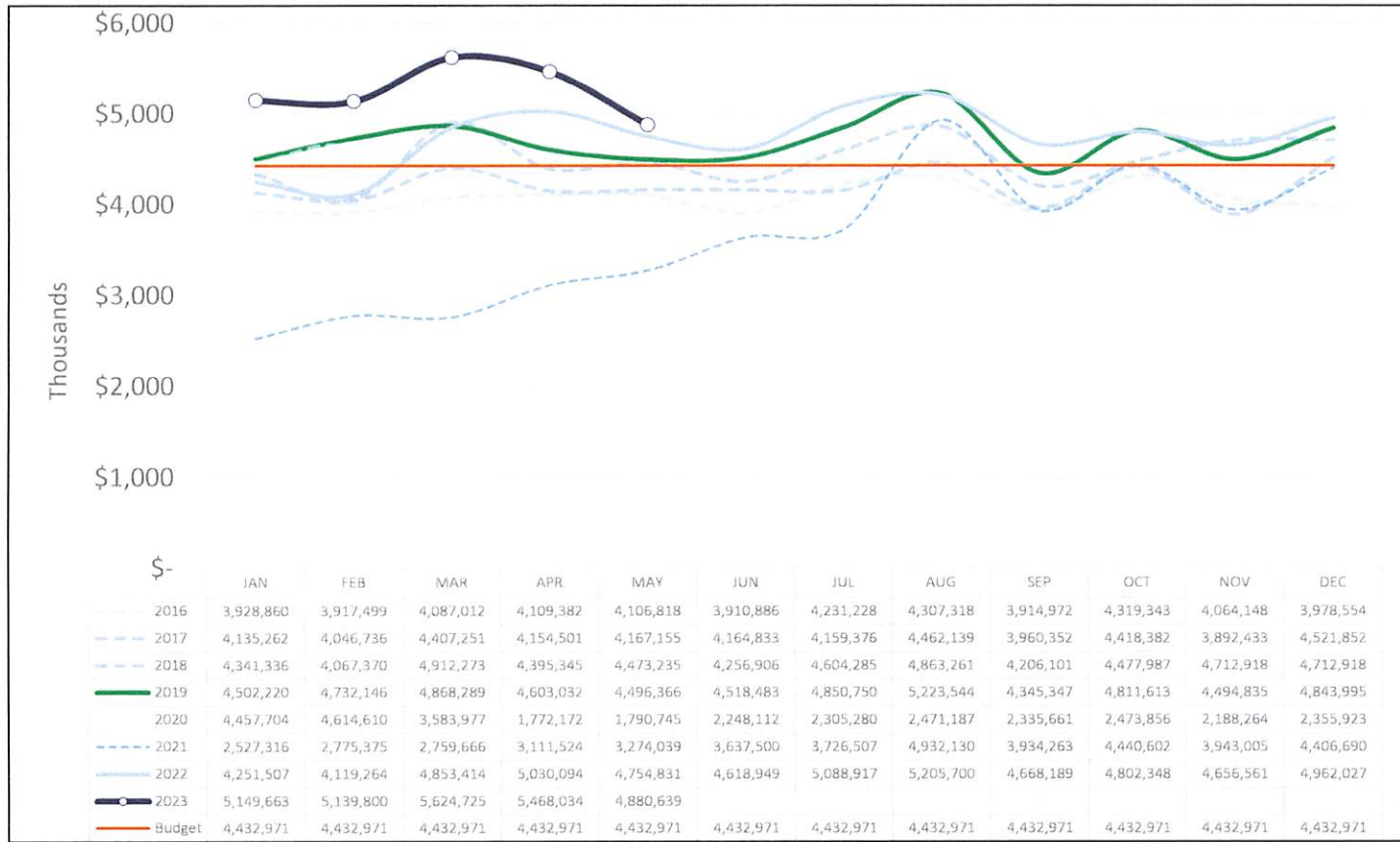
# Monthly Enplanements



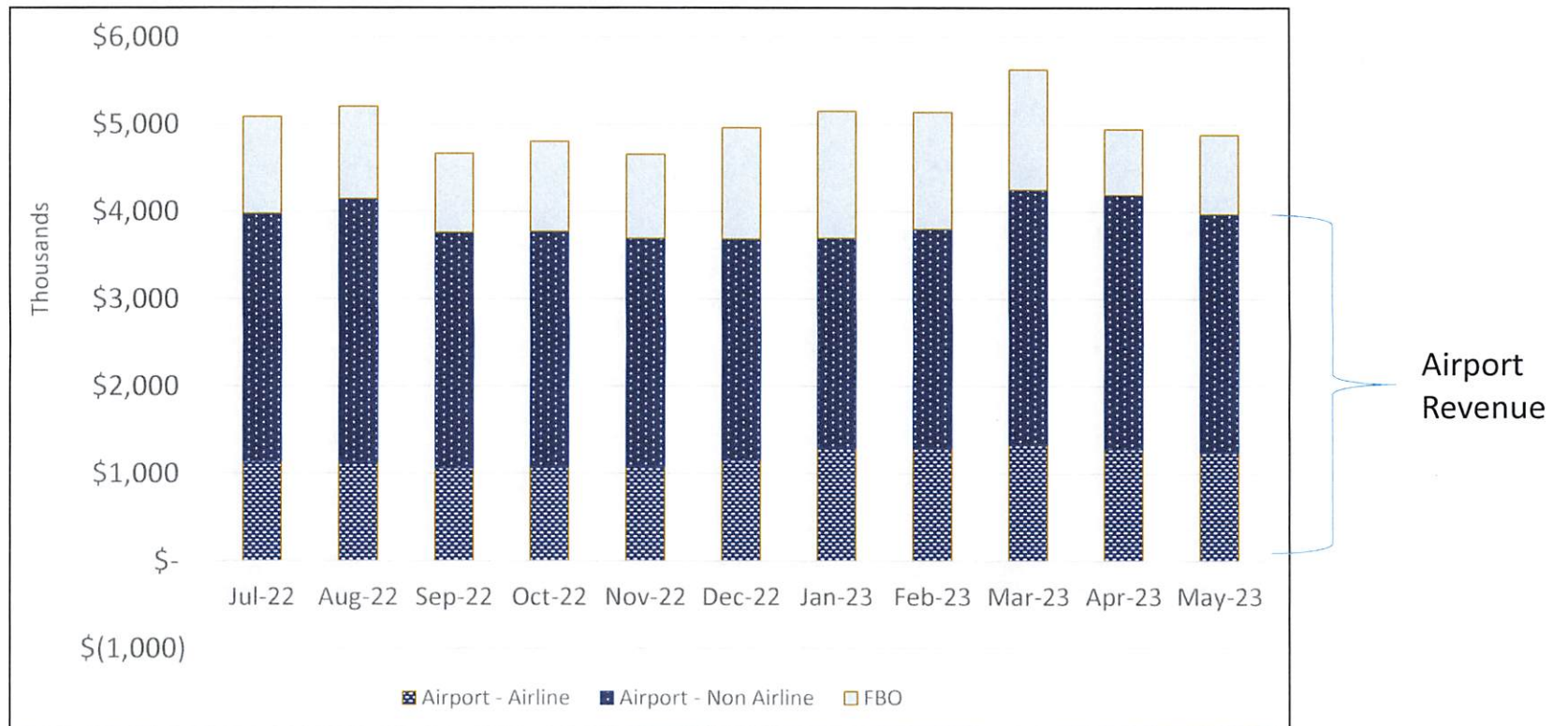
# Monthly Jet A FBO only (gallons)



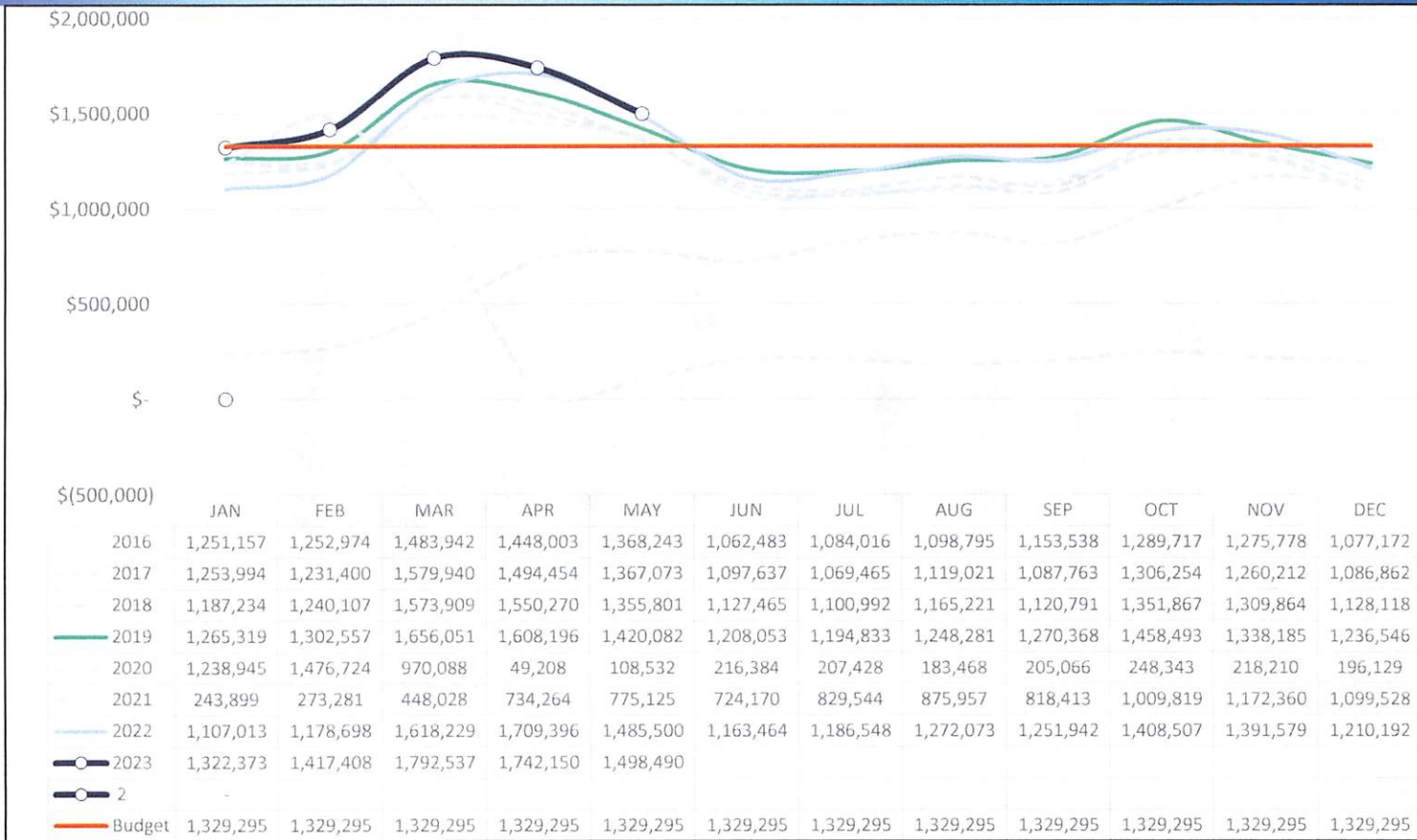
# Operating Revenue (including FBO)



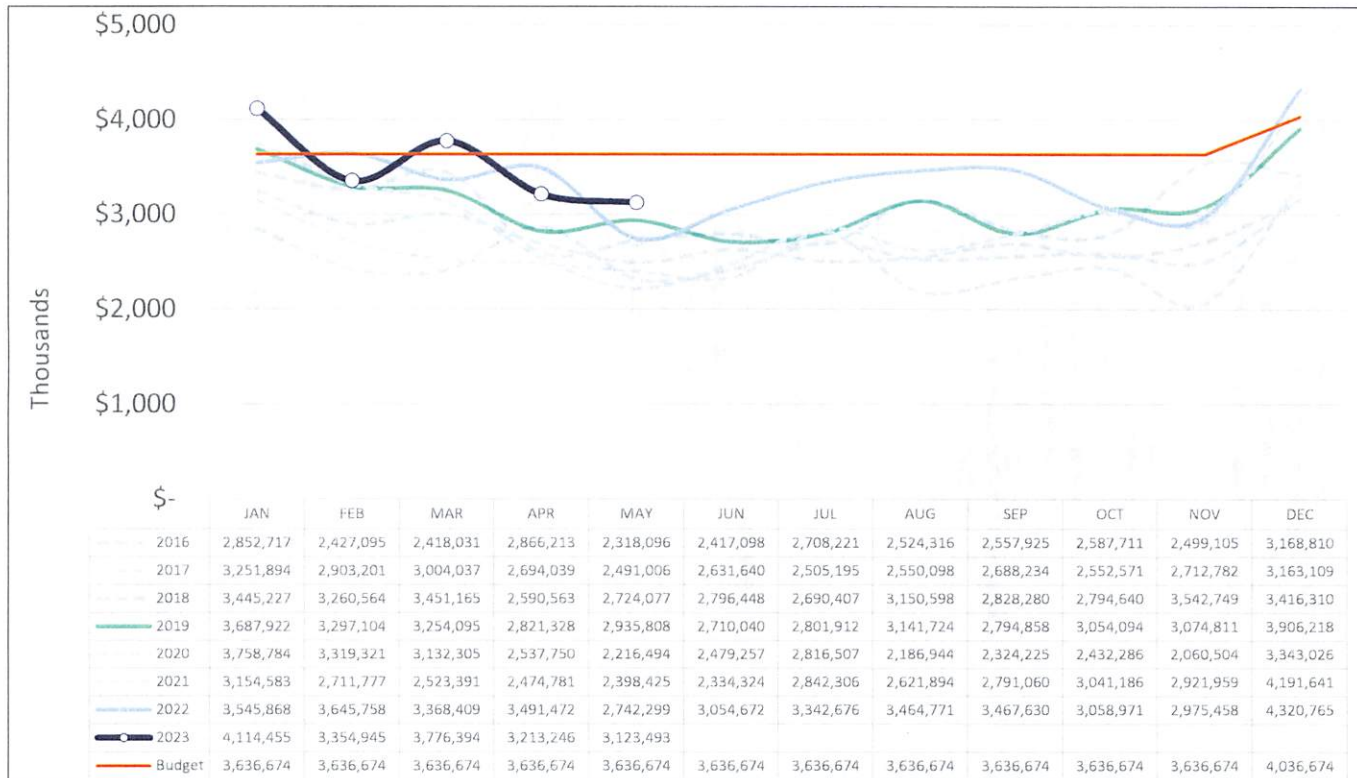
# Operating Revenue, Airport (Airline and Non Airline) and FBO



# Parking Revenues

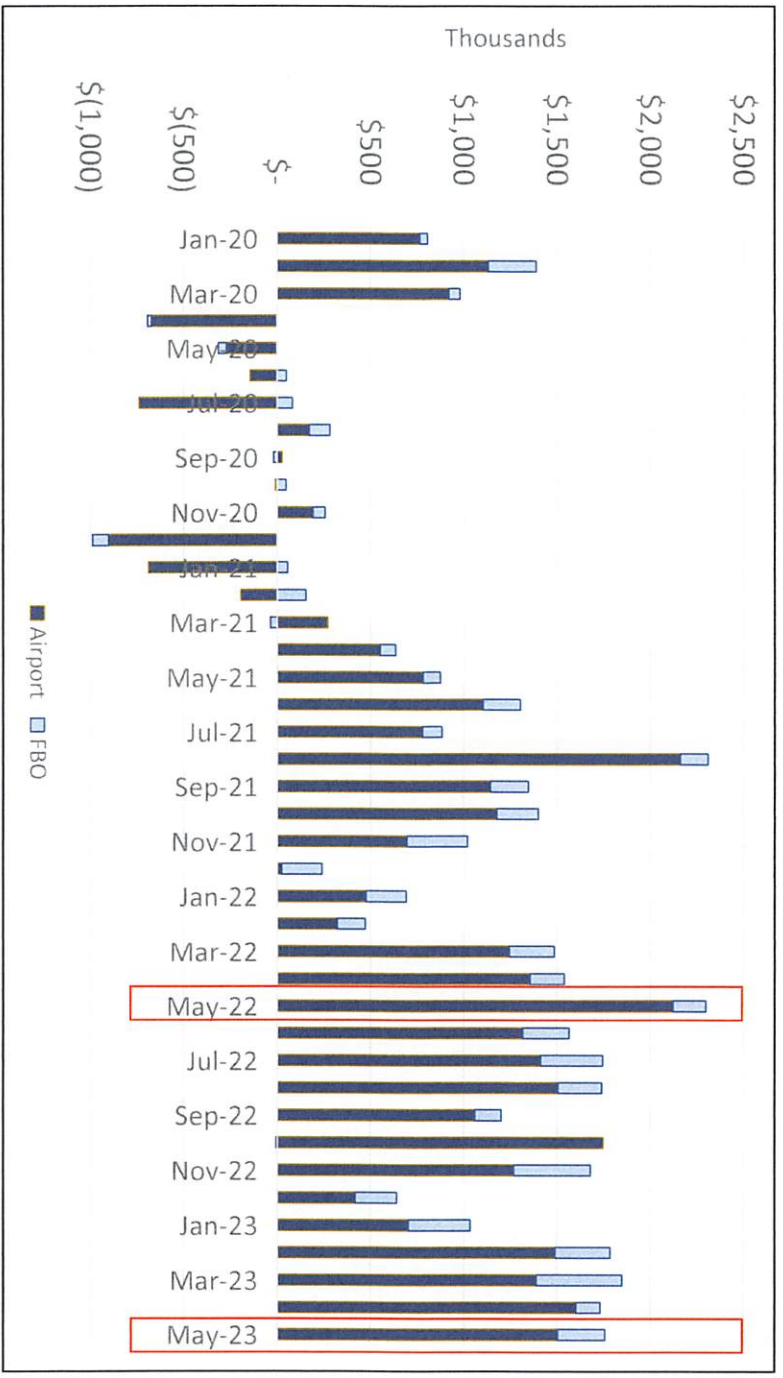


# Operating Expense (including FBO)



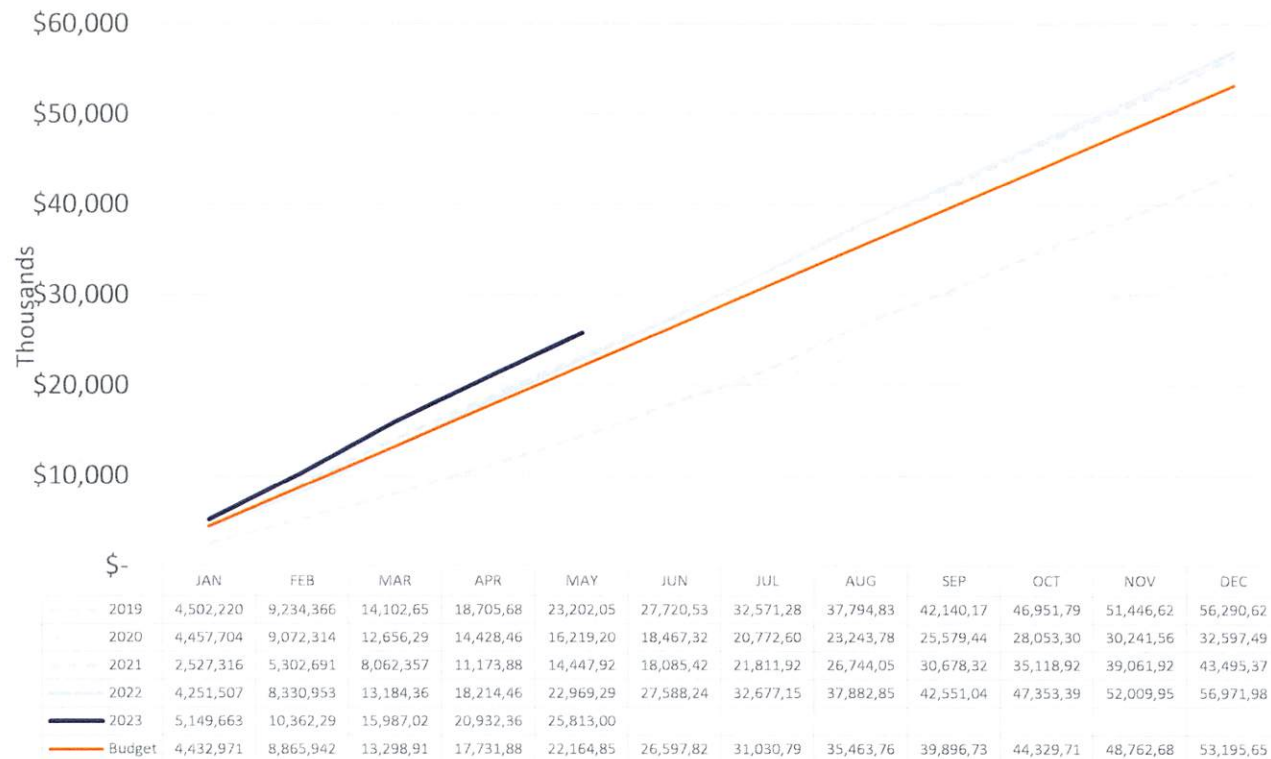


# Operating Net Profit, Airport and FBO

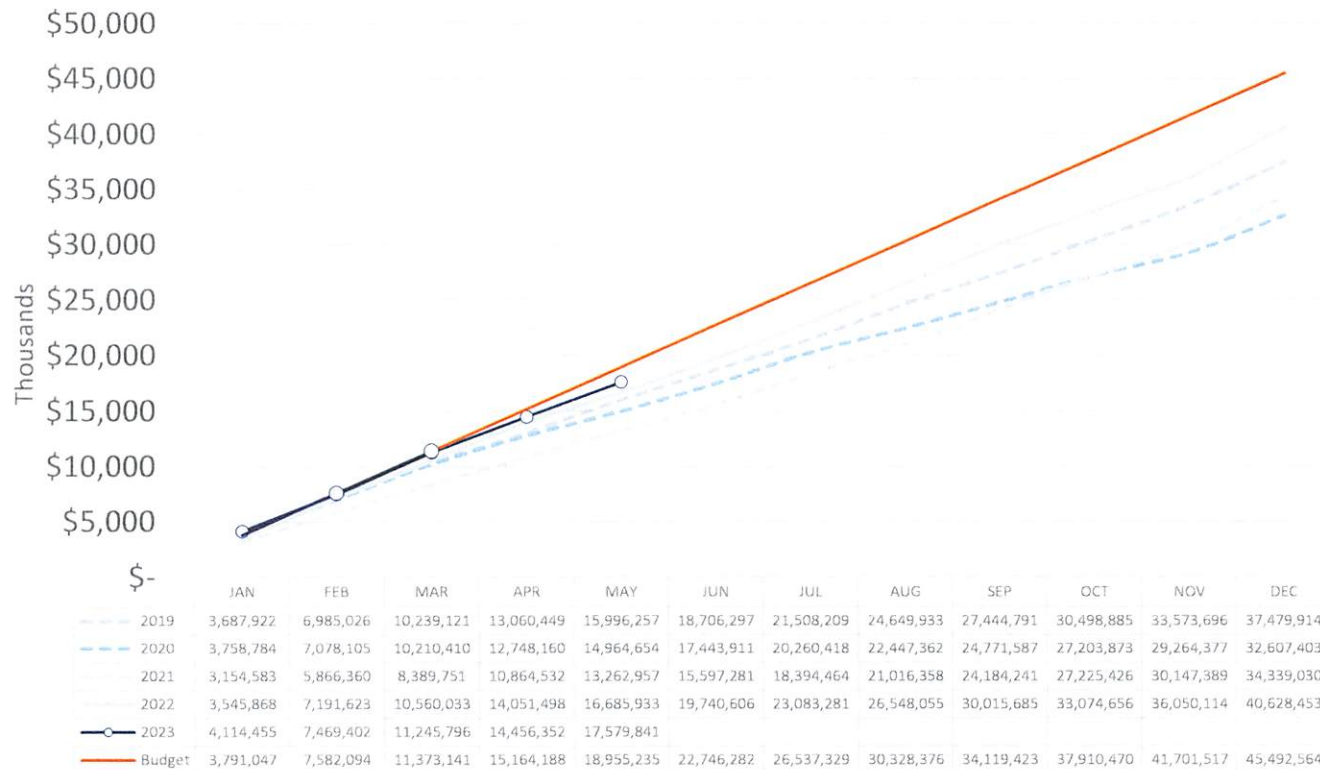




# YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)



# YTD Operating Expense vs. YTD Budget (including FBO)



## Cash and Cash Equivalents - Operating



	2022	2023
Unrestricted	\$6,506,233	\$9,797,473
Unrestricted – Development Fund	17,068,176	20,927,676
Restricted – Capital	18,739,064	21,621,306
Restricted - Reserves & Debt Service	18,051,326	20,187,362
	<hr/>	<hr/>
	\$60,364,799	\$72,533,817

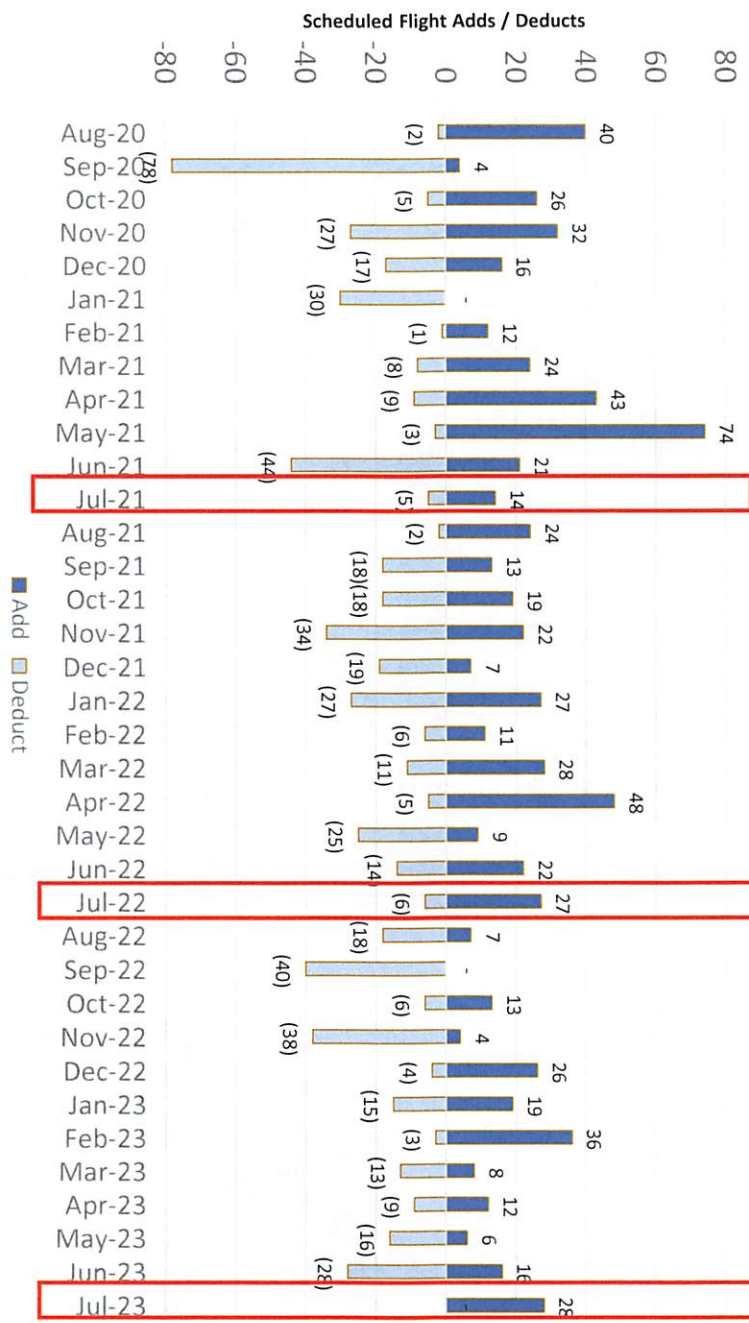
## Monthly Scheduled Passenger Airline Service



	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
Jan22	7	18	13	1,066	34.4	111,340	107,377K
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
Sep22	7	20	14	1,208	40.3	132,256	123,038K
Oct22	6	21	11	1,218	39.4	131,673	122,245K
Nov22	6	21	15	1,145	38.2	120,716	116,088K
Dec22	6	21	15	1,165	37.6	124,744	122,715K
Jan23	6	19	13	1,140	36.8	120,608	116,740K
Feb23	6	20	14	1,141	36.8	120,072	116,999K
Mar23	6	20	14	1,321	42.6	140,331	136,110K
Apr23	6	19	13	1,303	43.4	139,097	132,131K
May23	6	18	12	1,293	41.7	137,445	129,031K



# Weekly Scheduled Flight Adds and Deducts – July 2023



Beginning of Month 278

Weekly Flights Added

- ✈️ ORD 8
- ✈️ DCA 7
- ✈️ DEN 7
- ✈️ - -
- ✈️ - 6
- ✈️ - 28

Weekly Flights Reduced

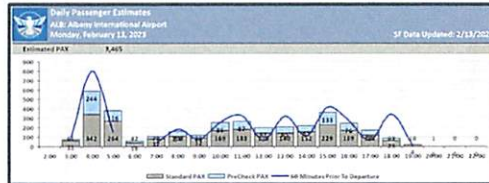
- ✈️ - (-)
- ✈️ - (-)
- ✈️ - (-)
- ✈️ - (-)
- ✈️ - (-)
- ✈️ Other (-)
- ✈️ Other (-)

End of Month 306

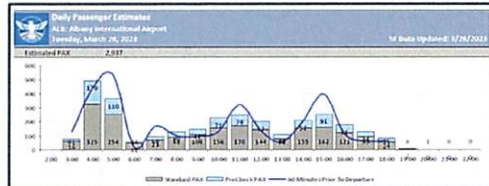
# Daily Peak Period(s)



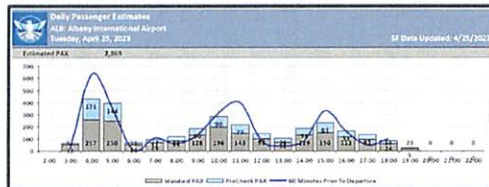
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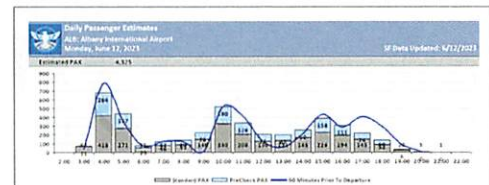
Tue, Mar 28, 2023



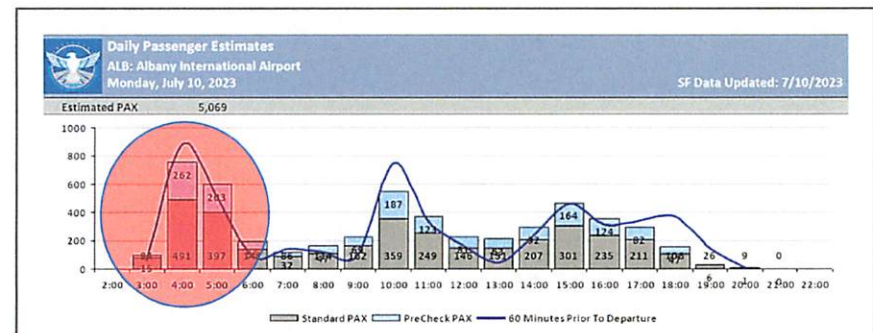
Tue, Apr 25, 2023



Mon, Jun 12, 2023



Mon, Jul 10, 2023





# **ALBANY**

INTERNATIONAL AIRPORT

## **Monthly Financial Report**

**May 2023**

(dated June 22, 2023)

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June 22, 2023

ACAA Members  
Philip F. Calderone, Esq.

**INTRODUCTION**

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

	2023 Current Year versus			
	2023	2022	2022	2022
	Month	Month	YTD	Prev.
	<u>Budget</u>	<u>Actual</u>		<u>12 Mo.</u>
Enplanements	( 4.0%)	2.2%	7.2%	9.5%
Cargo	( 7.3 )	4.6	(3.2)	(4.1)
Operations	17.0	4.3	3.6	4.7

	Month	
	May22	May23
Destination Airports	21	18
Scheduled Monthly Flight	1,282	1,293
Average Daily Flights	41.4	41.7
Pax Lift (Pax Seats)	133,592	137,445
Enplanements	109,543	111,996

**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 \$30,725,149 and equates to approximately 10.19 months of operating reserves (Notes to Financial Statements #2, Page 8).

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 10,478,573
Projects – PFC	9,763,337
Projects – Other	<u>1,379,396</u>
	\$21,621,306

Accounts Receivable

The Accounts Receivable balance is approximately 10.59 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	\$ 1,502,890	\$ 6,756,643
FBO Profit	<u>254,256</u>	<u>1,476,518</u>
	1,757,146	8,233,161
Other Rev/Exp (d.ser.)	611,776	1,183,084
Capital Contributions	369,000	2,809,233
Airline Incnt. Payts.	( 33,903)	( 153,472)
	<u>946,873</u>	<u>3,838,845</u>
	<b>\$ 2,704,019</b>	<b>\$ 12,072,006*</b>

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

Operating Revenues

Monthly operating revenues increased approximately \$67K from the same month the prior year. YTD operating revenues increased approximately \$2,098K over the same time period the prior year.

Airport Operating Expenses

Monthly operating expenses were approximately \$2,465K and \$1,958K for 2023 and 2022, respectively. YTD operating expenses were \$13,211K and \$12,693K for 2023 and 2022, respectively.

**AIRPORT OPERATING BUDGET**

Monthly airport operating revenues were favorable by approximately \$486K, due in large part to the increases in parking and terminal space rental revenue. Monthly airport operating expenses compared to budget were favorable by approximately \$478K.

YTD airport operating revenues were favorable by approximately \$2,560K. YTD airport operating expense were favorable by approximately \$1,506K.

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:

	2023 Current Year versus			
	2023 Budget	2022 Month	2022 YTD	2022 Prev. 12 Mo.
JetA (gals)	6.0%	37.7%	2.7%	( 5.6%)
AvGas (gals)	85.3	40.4	14.9	35.5

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

The FBO had operating profits of \$254K and \$1,477K, for the month and year-to-date, respectively, both favorable as compared to the budget.

Monthly FBO operating revenues were unfavorable to budget by approximately \$39K. Monthly FBO COGS (cost of goods sold-fuel) compared to budget were favorable by approximately \$143K. Monthly FBO operating expenses compared to budget were favorable by approximately \$46K.

YTD FBO operating revenues were favorable to budget by approximately \$1,088K, due in large part to Deicing Services. YTD FBO COGS (cost of goods sold-fuel) compared to budget were unfavorable by approximately \$314K. YTD FBO operating expenses compared to budget were favorable by approximately \$184K.

**PASSENGER AIRLINE SCHEDULES**

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

		Begin	+	-	End
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)	277
Nov22	(week#22-48)	277	4	(38)	243
Dec22	(week#22-52)	243	26	( 4)	265
Jan23	(week#23-04)	265	19	(15)	269
Feb23	(week#2308)	269	36	( 3)	302
Mar23	(week#2312)	302	8	(13)	297
Apr23	(week#2316)	297	12	( 9)	300
May23	(week#2321)	300	6	(16)	290
Jun23	(week#2325)	290	16	(28)	278
Jul23	(week#2330)	278	28	-	306

**PROJECTIONS**

2022 and 2023 enplanement projections are as follows:

	2023	2024
Jan 2023	1,400,000	1,450,000
Feb2023	1,400,000	1,450,000
Mar 2023	1,400,000	1,450,000
Apr 2023	1,375,000	1,450,000
May2023	1,350,000	1,450,000
Jun 2023	-	-
Jul 2023	-	-
Aug 2023	-	-
Sep 2023	-	-
Oct 2023	-	-
Nov 2023	-	-
Dec2023	-	-

**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
Sep 2022	181	5	(3)	183
Oct 2022	187 <sup>(1)</sup>	6	(10)	184
Thru Week 50	184	-	(3)	181
Thru Week 23-02	181	-	(2)	179
Thru Week 23-06	179	-	-	181
Thru Week 23-10	181	4	(1)	184
Thru Week 23-18	184	13	11	186
Thru Week 23-22	186	5	3	188

(1) 4 position adjustment

\*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	7.8	15.1	40.3	61.0	65.5	107.1
Aug22	12.4	15.1	35.6	51.7	54.5	83.7
Sep22	18.5	10.6	33.4	31.4	47.4	21.8
Oct22	13.8	4.9	30.9	39.8	40.0	53.1
Nov22	8.4	3.3	28.5	35.7	32.8	41.6
Dec22	5.8	(0.4)	26.2	32.2	26.2	32.2
Jan23	26.8		26.8		23.8	
Feb23	17.5	15.7	22.6	18.4	20.6	18.9
Mar23		0.6		13.6		17.0

\* 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>
<u>Cargo (tons)</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	(5.5)	(14.5)	(4.0)	(13.0)	(1.3)	(9.1)
Aug22	(1.1)	(0.1)	(3.7)	(11.5)	(1.7)	(9.0)
Sep22	(2.5)	(2.3)	(3.5)	(11.7)	(2.3)	(9.5)
Oct22	(5.7)	(5.6)	(3.9)	(10.0)	(2.8)	(8.3)
Nov22	(3.4)	(0.8)	(3.8)	(9.2)	(3.4)	(8.4)
Dec22	(9.2)	(3.0)	(4.2)	(8.5)	(4.2)	(8.5)
Jan23	(7.7)		(7.7)		(4.2)	
Feb23	(6.7)		(7.5)		(5.0)	

\* adjusted

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

	Unaudited May 31, 2022	Unaudited May 31, 2023
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and cash equivalents	\$ 6,506,233	\$ 9,797,473
Development Fund	17,068,176	20,927,676
Accounts Receivable - net	2,484,286	1,691,740
Lease Receivable	2,683,477	2,567,186
Prepaid Expenses	1,014,219	1,271,177
Total Unrestricted Assets	29,756,391	36,255,252
Restricted Assets		
Operating and Renewal Reserves	7,288,382	8,263,047
CFC Funds	449,847	458,489
Capital Funds	8,441,863	10,478,573
PFC Funds	8,943,804	9,763,337
Revenue Bond Funds	11,599,685	11,924,315
FAA Restricted Funds	203,976	207,894
Concession Improvement Funds	699,574	713,013
Total Restricted Assets	37,627,131	41,808,668
Total Current Assets	67,383,522	78,063,920
<b>NON-CURRENT ASSETS</b>		
Capital Assets	277,719,174	272,011,374
Lease Receivable	20,212,167	18,404,031
Prepaid Expenses	209,668	194,232
Total Non-Current Assets	298,141,009	290,609,637
Total Assets	365,524,531	368,673,557
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	1,344,959	959,399
OPEB Expenses	391,588	1,025,989
Pension Expenses	1,136,675	1,048,107
Total Deferred Outflows of Resources	2,873,222	3,033,495
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	368,397,753	371,707,052
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	5,149,388	5,688,790
Payable from Restricted Assets	12,682,511	12,770,599
Total Current Liabilities	17,831,899	18,459,389
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	68,233,168	59,817,198
Net OPEB Liability	5,764,889	6,129,882
Net Pension Liability - proportionate share	127,521	(215,875)
Total Non-Current Liabilities	74,125,578	65,731,205
Total Liabilities	91,957,477	84,190,594
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	733,241	831,578
OPEB Expenses	1,156,601	1,275,576
Pension Expenses	1,093,887	1,246,137
Leases	22,400,114	20,221,742
Total Deferred Inflows of Resources	25,383,843	23,575,033
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	209,039,205	213,429,943
Restricted	26,036,806	28,048,687
Unrestricted	15,980,422	22,462,795
<b>Net Position</b>	251,056,433	263,941,425
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		
	\$ 368,397,753	\$ 371,707,052

**Albany County Airport Authority**  
**2023 Summary of Revenues, Expenses and Net Results**  
**For the five months ended May 31, 2023**

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>AIRPORT OPERATING REVENUES</b>						
Airline	\$ 953,595	\$ 1,088,300	\$ 1,244,111	\$ 4,767,977	\$ 5,359,427	\$ 6,449,280
Non-Airline	2,527,970	2,813,052	2,723,758	12,639,848	12,510,165	13,518,295
<b>Total Revenues</b>	<b>3,481,565</b>	<b>3,901,352</b>	<b>3,967,869</b>	<b>17,407,825</b>	<b>17,869,592</b>	<b>19,967,575</b>
<b>AIRPORT OPERATING EXPENSES</b>						
Personal Services	962,888	696,891	770,249	4,814,440	4,206,801	4,151,187
Employee Benefits	493,446	321,436	446,524	2,467,228	2,092,176	2,242,994
Utilities & Communications	201,463	185,370	213,712	1,007,314	1,258,231	1,374,359
Purchased Services	550,841	410,492	455,293	2,754,204	2,110,326	2,300,857
Material & Supplies	499,112	226,385	386,315	2,495,559	2,232,571	2,126,767
Office	89,557	26,551	49,261	447,783	300,681	297,735
Administration	82,372	85,285	93,643	411,860	398,500	451,214
Non-Capital Equipment	63,625	5,964	49,982	318,125	93,823	265,819
<b>Total Expenses</b>	<b>2,943,304</b>	<b>1,958,374</b>	<b>2,464,979</b>	<b>14,716,513</b>	<b>12,693,109</b>	<b>13,210,932</b>
<b>AIRPORT OPERATING RESULTS</b>	<b>538,261</b>	<b>1,942,978</b>	<b>1,502,890</b>	<b>2,691,312</b>	<b>5,176,483</b>	<b>6,756,643</b>
<b>FBO OPERATING RESULTS</b>	<b>103,663</b>	<b>177,423</b>	<b>254,256</b>	<b>518,314</b>	<b>1,106,876</b>	<b>1,476,518</b>
<b>TOTAL OPERATING RESULTS</b>	<b>641,924</b>	<b>2,120,401</b>	<b>1,757,146</b>	<b>3,209,626</b>	<b>6,283,359</b>	<b>8,233,161</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Earnings	117,119	6,831	142,025	585,597	24,731	622,155
Passenger Facility Charges	374,992	303,367	303,456	1,874,958	1,516,835	1,517,280
ACAA Debt Service	(835,222)	(835,018)	(835,222)	(4,176,097)	(4,175,090)	(4,176,110)
Grant Income	435,871	11,780	635,817	2,179,357	57,380	2,731,259
Insurance Recoveries	-	-	335,000	-	-	335,000
Improvement Charges	-	30,700	30,700	-	153,500	153,500
<b>Total Other Revenues(Expenses)</b>	<b>92,760</b>	<b>(482,340)</b>	<b>611,776</b>	<b>463,815</b>	<b>(2,422,644)</b>	<b>1,183,084</b>
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>734,684</b>	<b>1,638,061</b>	<b>2,368,922</b>	<b>3,673,441</b>	<b>3,860,715</b>	<b>9,416,245</b>
<b>AIRLINE INCENTIVES</b>	<b>(33,333)</b>	<b>(20,156)</b>	<b>(33,903)</b>	<b>(166,667)</b>	<b>(101,844)</b>	<b>(153,472)</b>
<b>CAPITAL CONTRIBUTIONS</b>	<b>-</b>	<b>38,213</b>	<b>369,000</b>	<b>-</b>	<b>115,935</b>	<b>2,809,233</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 701,351</b>	<b>\$ 1,656,118</b>	<b>\$ 2,704,019</b>	<b>\$ 3,506,774</b>	<b>3,874,806</b>	<b>12,072,006</b>
<b>NET POSITION, BEGINNING OF PERIOD</b>					<b>247,181,627</b>	<b>251,869,419</b>
<b>NET POSITION, END OF PERIOD</b>					<b>\$ 251,056,433</b>	<b>\$ 263,941,425</b>
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>						
<b>NET RESULTS BEFORE RESERVES</b>	734,684	1,638,061	2,368,922	3,673,441	3,860,715	9,416,245
Less: Capital Improvements	(287,072)	(275,000)	(287,072)	(1,435,358)	(1,375,000)	(1,435,358)
Less: Reserve Requirements	(71,443)	(43,789)	(71,443)	(357,214)	(218,945)	(357,214)
<b>NET RESULTS</b>	<b>376,170</b>	<b>1,319,272</b>	<b>2,010,408</b>	<b>1,880,870</b>	<b>2,266,770</b>	<b>7,623,674</b>
Revenue Sharing:						
Transfer to/from Airlines (50%)	188,085	659,636	1,005,204	940,435	1,133,385	3,811,837
Authority Share (50%)	188,085	659,636	1,005,204	940,435	1,133,385	3,811,837
Less: Airline Incentives	(33,333)	(20,156)	(33,903)	(166,667)	(101,844)	(153,472)
<b>Net Authority Share</b>	<b>\$ 154,752</b>	<b>\$ 639,480</b>	<b>\$ 971,301</b>	<b>\$ 773,768</b>	<b>\$ 1,031,541</b>	<b>\$ 3,658,365</b>

**Albany County Airport Authority**  
**Operating Revenues**  
**For the five months ended May 31, 2023**

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>AIRLINE REVENUES</b>						
<b>COMMERCIAL</b>						
Landing Fees-Signatory	\$ 467,201	\$ 449,647	\$ 502,489	\$ 2,336,006	\$ 1,993,958	\$ 2,514,929
Landing Fees-Non Signatory	5,230	0	0	26,150	0	0
Airline Apron Fees	72,926	65,412	69,361	364,631	327,062	346,803
Glycol Disposal Fee	25,120	76	0	125,598	172,817	232,118
<b>CARGO</b>						
Landing Fees-Signatory	0	45,868	55,576	0	233,330	278,490
Landing Fees-Non Signatory	0	3,764	3,621	0	17,658	16,696
<b>TERMINAL</b>						
Loading Bridges	59,389	48,040	59,389	296,947	240,199	296,947
Space Rental	322,979	473,853	552,108	1,614,895	2,369,265	2,760,542
Non-Signatory Per Turn Fee	750	1,640	1,566	3,750	5,138	2,754
<b>TOTAL AIRLINE REVENUES</b>	<b>953,595</b>	<b>1,088,300</b>	<b>1,244,111</b>	<b>4,767,977</b>	<b>5,359,427</b>	<b>6,449,280</b>
<b>NON-AIRLINE REVENUES</b>						
<b>AIRFIELD</b>						
Tenant Maintenance	2,500	982	1,534	12,500	46,835	22,491
<b>Total Airfield</b>	<b>2,500</b>	<b>982</b>	<b>1,534</b>	<b>12,500</b>	<b>46,835</b>	<b>22,491</b>
<b>TERMINAL</b>						
Utility Reimbursement	2,000	2,771	2,820	10,000	13,111	15,077
Tenant Maintenance	1,713	0	1,620	8,566	0	3,800
Space Rent - Non Airline	73,160	69,634	18,851	365,799	348,535	94,863
Space Rent - Fixed Non Airline	0	0	47,130	0	0	235,648
Food & Beverage	83,125	96,941	101,435	415,625	434,374	504,008
Retail	73,625	67,959	82,586	368,125	325,442	395,184
Advertising	9,050	9,050	0	45,250	46,207	0
ATM	1,650	129,975	1,773	8,250	133,844	8,630
Operating Permits	18,300	41,575	28,880	91,500	117,600	150,901
Vending Machines	2,328	1,953	3,046	11,638	9,203	7,561
Baggage Cart Rentals	1,306	1,367	1,273	6,531	5,313	5,159
<b>Total Terminal</b>	<b>266,257</b>	<b>421,224</b>	<b>289,413</b>	<b>1,331,284</b>	<b>1,433,630</b>	<b>1,420,831</b>
<b>GROUND TRANSPORTATION</b>						
Parking	1,329,295	1,485,500	1,498,490	6,646,475	7,101,506	7,773,008
Rental Cars	427,500	450,415	457,999	2,137,500	1,605,287	1,845,390
Access Fees	17,136	792	17,021	85,679	72,457	88,894
TNCs	20,188	26,018	30,481	100,938	85,723	127,396
Garage Space Rent	8,376	8,445	6,911	41,881	42,227	34,556
Garage Kiosk Rent	0	0	1,800	0	0	9,000
<b>Total Ground Transportation</b>	<b>1,802,494</b>	<b>1,971,171</b>	<b>2,012,701</b>	<b>9,012,472</b>	<b>8,907,200</b>	<b>9,878,244</b>
<b>OTHER AIRPORT</b>						
Telephone System - Tenants	3,496	4,450	4,415	17,478	22,345	22,095
Building Rental	11,686	11,367	11,643	58,431	56,823	58,206
Control Tower Rental	67,983	55,481	64,595	339,917	277,407	322,977
Air Cargo Facility	43,750	40,369	40,624	218,750	199,788	212,466
State Executive Hangar	103,924	103,924	103,924	519,618	519,618	519,618
T Hangars	10,937	10,381	11,844	54,687	55,398	64,049
Tie Downs	241	248	252	1,205	1,242	1,261
AV Gas Fuel Sales	0	0	0	0	140	0
Industrial Park	44,617	47,903	48,731	223,083	239,124	223,869
Land Rental	36,640	48,378	40,714	183,201	240,223	206,414
Eclipse Hangar	25,141	25,141	26,157	125,706	125,706	130,785
Hangar Rental	82,332	46,812	49,508	411,659	231,910	245,326
Antenna Space Rental	0	0	6,827	0	0	34,135
Internet and Cable Access	775	275	275	3,875	2,375	2,375
Fingerprinting	2,083	4,098	4,266	10,417	15,528	15,305
Tenant Maintenance	167	0	0	833	0	0
Ebay/Scrap/Equipment Sales	417	182	0	2,083	1,460	917
Utility Reimbursement	13,750	12,351	6,219	68,750	102,842	104,870
Reimb of Property Taxes	2,113	0	0	10,565	14,339	26,819
Other	6,667	8,315	115	33,333	16,233	5,244
<b>Total Other Airport</b>	<b>456,718</b>	<b>419,675</b>	<b>420,110</b>	<b>2,283,592</b>	<b>2,122,501</b>	<b>2,196,729</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>2,527,970</b>	<b>2,813,052</b>	<b>2,723,758</b>	<b>12,639,848</b>	<b>12,510,165</b>	<b>13,518,295</b>
<b>TOTAL REVENUES</b>	<b>\$ 3,481,565</b>	<b>\$ 3,901,352</b>	<b>\$ 3,967,869</b>	<b>\$ 17,407,825</b>	<b>\$ 17,869,591</b>	<b>\$ 19,967,575</b>

Albany County Airport Authority  
FBO Results  
For the five months ended May 31, 2023

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>REVENUES</b>						
Retail Fuel						
Jet A Fuel Sales	\$ 505,000	\$ 564,225	\$ 555,347	\$ 2,525,000	\$ 2,653,638	\$ 2,380,704
AvGas Fuel Sales	21,233	42,318	48,895	106,167	134,382	143,453
Commercial AvGas Fuel Sales	1,750	1,603	1,365	8,750	8,986	6,436
Auto & Diesel Fuel Sales	19,583	14,696	14,996	97,917	130,414	123,546
Retail Fuel Sales	547,567	622,843	620,603	2,737,833	2,927,419	2,654,139
Into Plane Fees	45,000	64,105	64,860	225,000	286,670	306,855
Fuel Farm Fees	57,625	71,495	75,533	288,125	337,059	349,607
General Aviation Landing Fees	25,000	22,097	34,609	125,000	111,455	154,002
Aircraft Parking Fees	42,298	39,254	61,488	211,488	186,730	233,139
Deicing Services	180,254	693	0	901,271	1,053,702	1,887,685
FBO Properties	44,913	28,435	27,689	224,565	153,843	159,015
FBO Services	8,750	4,558	27,988	43,750	42,823	100,985
<b>TOTAL REVENUES</b>	951,406	853,479	912,770	4,757,032	5,099,700	5,845,427
<b>COST OF SALES</b>						
Fuel Costs - Jet A	274,167	317,907	258,070	1,370,833	1,381,882	1,238,539
Fuel Discounts - Jet A	33,333	14,211	14,147	166,667	102,108	67,862
Fuel Costs - SAF	0	0	0	0	0	0
Fuel Costs - AvGas	15,102	28,114	41,796	75,508	95,439	116,060
Fuel Discounts - AvGas	370	894	1,227	1,848	3,067	3,007
Fuel Costs - Commercial AvGas	1,250	1,258	1,252	6,250	7,034	5,371
Fuel Costs - Auto & Diesel	10,000	10,421	13,568	50,000	96,987	97,426
Total Fuel Costs	334,221	372,804	330,059	1,671,106	1,686,518	1,528,265
Deicing Costs - Type I & IV	153,998	0	0	769,991	691,288	1,211,712
Customs Garbage, Oil & Other	375	0	15,974	1,875	0	17,149
Total Cost of Sales	488,594	372,804	346,033	2,442,972	2,377,806	2,757,126
Net Operating	462,812	480,674	566,737	2,314,061	2,721,894	3,088,301
<b>CATEGORY</b>						
Personal Services						
Salaries	151,014	127,051	122,826	755,072	564,927	666,943
Overtime	17,116	15,203	20,237	85,581	60,386	111,715
Total Personal Services	168,131	142,253	143,063	840,654	625,313	778,658
Employee Benefits	59,282	37,404	43,246	296,410	197,305	215,931
Utilities & Communications	6,782	7,772	11,752	33,911	55,803	58,399
Purchased Services	51,764	41,479	36,678	258,820	233,517	191,692
Materials & Supplies						
Buildings	9,384	9,323	10,994	46,919	144,481	58,571
Grounds	3,167	1,450	0	15,833	2,138	3,480
Vehicles	39,058	28,957	39,417	195,288	175,813	155,222
Total Materials & Supplies	51,608	39,730	50,411	258,040	322,431	217,273
Administrative Expenses	13,497	26,079	27,333	67,487	158,062	149,830
Non-Capital Equipment	8,085	8,533	0	40,424	22,586	0
<b>TOTAL EXPENSES</b>	359,149	303,251	312,481	1,795,747	1,615,018	1,611,783
<b>FBO Net Direct Cost</b>	\$ 103,663	\$ 177,423	\$ 254,256	\$ 518,314	\$ 1,106,876	\$ 1,476,518

**ALBANY COUNTY AIRPORT AUTHORITY**  
**Airport and FBO Operating Variances**  
**YTD Budget vs. Actual**  
For the 5 month period ending May 31, 2023

	Budget	Actual	Variance
<b>Airport Operating Revenue</b>			
31 03011 Long Term Parking	4,957,813	6,322,103	1,364,291
31 01035 Glycol Disposal Fee	100,479	232,118	131,640
31 02052 Food & Beverage Concession	415,625	504,008	88,383
31 03010 Short Term Parking	463,125	526,512	63,387
31 02062 Operating Permits	91,500	150,901	59,401
31 02010 Airline Space Rental	2,023,739	2,063,410	39,670
31 03405 Utility Reimbursements	68,750	104,870	36,120
31 03024 Off-Airport Parking Facilities	35,625	67,354	31,729
31 02053 Retail Concession	368,125	395,184	27,059
31 03027 TNCs	100,938	127,396	26,458
31 03410 Reimbursement of Property Taxes	2,113	26,819	24,706
31 01050 Land Rental	183,201	206,414	23,214
31 03500 Tenant Maintenance	12,640	26,291	13,651
31 03022 Hotels	4,875	15,600	10,725
31 03100 T-Hangar Rentals	54,687	64,049	9,362
31 01075 Eclipse Hangar Rental	125,706	130,785	5,079
31 02025 Utility Reimbursement	10,000	15,077	5,077
31 09001 Fingerprinting	10,417	15,305	4,889
31 02100 Telephone - Monthly Service	17,478	21,323	3,845
31 03021 Limousines	3,135	5,547	2,412
31 03300 Industrial Park	223,083	223,869	786
31 02105 Telephone - Monthly Usage	0	772	772
31 02030 Non Signatory Per Turn Fee	2,250	2,754	504
31 02064 ATM Income	8,250	8,630	380
31 09008 Ebay/Scrap/Equipment Sales	833	917	84
31 03200 Tie Downs	1,205	1,261	56
31 02012 Baggage Claim Room	697,133	697,133	0
31 01071 Hangar Maintenance NYS Executive	51,667	51,667	0
31 02011 Rental of Boarding Bridges	296,947	296,947	0
31 01060 Building Rental	58,431	58,206	(226)
31 02057 Baggage Cart Concession	6,531	5,159	(1,372)
31 02063 Internet & Cable Access	3,875	2,375	(1,500)
31 02056 Vending Machine Concession	9,310	7,561	(1,749)
31 01065 NE Quad Cargo Facility	218,750	212,466	(6,284)
31 03040 Garage Space Rent	41,881	34,556	(7,325)
31 03020 Contract Taxi	11,408	393	(11,015)
31 01055 Control Tower Rental	339,917	322,977	(16,941)
31 01021 Apron Parking Fees - Commercial	364,631	346,803	(17,828)
31 09005 Miscellaneous Income	33,333	5,244	(28,089)
31 03014 Employee Parking	38,037	8,150	(29,887)
31 01010 Landing Fees - Commercial/Signatc	2,612,500	2,514,929	(97,571)
31 01070 Hanger Rental NYS Executive Hang	879,611	713,277	(166,334)
31 02020 Non-Airline Space Rental	365,799	94,863	(270,935)
31 03013 Economy Parking	1,187,500	916,056	(271,444)
31 02051 Rental Car Concession	2,137,500	1,845,390	(292,110)
	<b>18,640,351</b>	<b>19,393,420</b>	<b>753,069</b>
<b>FBO Operating Revenue</b>			
31 01540 Deicing Services-GA Retail	383,925	1,142,816	758,891
31 01541 Deicing Type I - Consortium	244,350	534,263	289,913
31 01520 Into Plane Revenues	225,000	306,855	81,855
31 01542 Deicing Type IV - Sprayed	20,987	98,473	77,486
31 01521 Fuel Farm Revenues	288,125	349,607	61,482
31 01550 Customer Services	43,750	100,985	57,235
31 01543 Deicing Type IV - Consortium	56,450	112,132	55,682
31 01511 AvGas Fuel Sales	106,167	143,453	37,286
31 01530 GA Landing Fees	125,000	154,002	29,002
31 01513 Diesel Fuel Sales	62,500	86,244	23,744
31 01535 GA Parking Fees	211,488	233,139	21,650
31 01512 Auto Gas Fuel Sales	35,417	37,303	1,886
31 01514 AvGas Fuel Sales-Commercial	7,000	6,436	(564)
31 01545 Properties	224,565	159,015	(65,550)
31 01510 Jet A Fuel Sales	2,525,000	2,380,704	(144,296)
	<b>4,559,724</b>	<b>5,845,427</b>	<b>1,285,703</b>
	<b>23,200,075</b>	<b>25,238,847</b>	<b>2,038,772</b>



**ALBANY COUNTY AIRPORT AUTHORITY**  
**Airport and FBO Operating Variances**  
**YTD Budget vs. Actual**  
For the 5 month period ending May 31, 2023

			Budget	Actual	Variance
<b>Airport Operating Expenses</b>					
<b>Salaries Expense</b>					
34	11000	Salaries	4,361,341	3,704,374	656,967
34	11005	Part Time/Seasonal Salaries	78,205	39,676	38,528
34	12020	Overtime 2.0	14,477	23,730	(9,252)
34	12010	Overtime 1.5	248,888	381,428	(132,540)
			<b>4,702,910</b>	<b>4,149,207</b>	<b>553,703</b>
<b>Other Employee Expenses</b>					
35	26030	Workers Compensation	258,874	164,423	94,451
35	21000	Social Security	352,162	310,285	41,877
35	22000	Health Insurance	1,289,286	1,253,142	36,143
35	26020	Unemployment Insurance	75,345	44,516	30,829
35	25000	Uniforms & Laundry	24,073	12,380	11,692
35	22200	Dental Insurance	14,810	13,473	1,336
35	23000	Health Insurance - AFLAC	2,708	2,513	195
35	22105	Other Post Employment Benefits (O	72,748	72,748	0
35	24010	Employee EAP Program	81	613	(532)
35	22300	Health Insurance - Vision	2,883	4,470	(1,588)
35	25005	Uniform Purchases	10,728	13,801	(3,073)
35	24000	Medical Exams/Abstracts	6,583	9,726	(3,143)
35	29001	Retirement	110,056	116,677	(6,622)
35	29000	NYS Retirement	133,879	148,552	(14,674)
35	26010	NYS Disability	51,122	75,674	(24,551)
			<b>2,405,335</b>	<b>2,242,994</b>	<b>162,341</b>
<b>Utilities</b>					
36	36020	Telephone Repairs	14,884	2,751	12,133
36	36032	Internet Access	30,875	24,108	6,767
36	36030	Telephone-Cellular	21,600	16,794	4,806
36	36010	Telephone Charges-Local	7,000	4,647	2,353
36	36016	Telephones-Monthly Usage	1,250	6	1,244
36	36060	Cable Television	1,900	1,186	714
36	36011	Telephone Charges-Long Distance	750	249	501
36	36012	Telephone - Sheriff	1,708	1,684	25
36	36015	Telephones-Monthly Service	6,181	7,006	(825)
36	34000	Sewer	7,625	38,429	(30,804)
36	35000	Water	8,046	55,435	(47,389)
36	33000	Natural Gas	99,295	167,380	(68,085)
36	31000	Electric	732,604	1,052,405	(319,801)
			<b>933,719</b>	<b>1,372,079</b>	<b>(438,361)</b>
<b>Purchased Services</b>					
37	44000	Public Safety	1,204,392	1,089,858	114,534
37	49060	Code Enforcement	38,733	(28,869)	67,602
37	42010	Airport Liability	69,468	26,911	42,558
37	49020	Engineering Services	33,333	1,589	31,744
37	45000	Janitorial Services	304,986	279,140	25,846
37	46012	Artistic Exhibits	42,365	19,507	22,857
37	46010	Public Relations	41,667	22,657	19,009
37	42060	Property Insurance	122,172	107,025	15,147
37	46020	Passenger Info Booth	62,970	53,489	9,481
37	42041	Environmental Liability	19,764	14,813	4,951
37	41010	Financial Services	66,667	63,584	3,083
37	43000	Legal Services	8,333	5,937	2,396
37	42080	Cyber Liability Insurance	22,153	20,848	1,305
37	42070	Public Official Liability	18,852	17,938	914
37	42090	Fiduciary Liability	465	0	465
37	42065	Crime Insurance	3,367	3,397	(30)
37	44010	Armored Car Service	1,815	1,989	(174)
37	42020	Automotive Insurance	32,804	33,326	(523)
37	47010	GIS Services	2,000	2,684	(684)
37	42075	Violent and Malicious Acts	4,232	6,654	(2,422)
37	42093	Agency Fee	18,750	22,809	(4,059)
37	42095	Insurance Claims	2,083	10,705	(8,622)
37	45010	Refuse Removal Services	27,689	36,546	(8,857)
37	44030	Employee Shuttle Service	1,042	12,500	(11,458)
37	49015	Consultant	20,000	33,500	(13,500)
37	47000	Special Studies	5,833	20,000	(14,167)

		Budget	Actual	Variance	
37	49040	Professional Management	177,083	202,083	(25,000)
37	44005	Perimeter Security	90,743	196,509	(105,766)
			<b>2,443,762</b>	<b>2,277,129</b>	<b>166,633</b>
<b>Material &amp; Supplies</b>					
38	52051	Control Tower Maintenance	231,667	88,781	142,885
38	52060	Building Maintenance	308,333	178,482	129,851
38	52062	Janitorial Supplies	107,301	59,872	47,429
38	52033	HVAC	110,083	65,706	44,377
38	54021	Vehicle Repair & Maintenance	35,000	12,240	22,760
38	52050	US Customs	20,250	449	19,801
38	52012	Card Access System	48,667	30,322	18,344
38	52035	Plumbing Repairs & Supplies	39,417	23,456	15,961
38	51011	Airfield Lighting	41,667	28,376	13,291
38	53051	NYS Police Hangar Maintenance	52,083	39,494	12,589
38	52013	CCTV Repair	20,000	8,514	11,486
38	52037	Pest Control	27,689	18,455	9,234
38	52090	Flight Information Displays	7,308	266	7,043
38	54040	Heavy Equipment Maintenance	25,000	18,163	6,837
38	52063	Window Washing	17,867	11,099	6,767
38	54015	CNG Fuel	9,583	3,836	5,748
38	54045	ARFF Vehicle Repair & Maintenance	7,500	3,836	3,664
38	54030	General Equipment Repair & Maintenance	28,750	26,141	2,609
38	54060	Mower Repair & Maintenance	5,833	3,669	2,164
38	52014	Key Access System	1,375	0	1,375
38	51010	Fencing	750	65	685
38	51030	EMS Supplies	3,467	2,807	660
38	52080	Sign Expense	542	225	316
38	53040	Sign Expense	2,083	1,825	258
38	52036	Automatic Door Repairs & Supplies	667	458	209
38	51032	Hazardous Material Supplies	417	239	178
38	53041	Traffic Light Repairs	1,000	840	160
38	53085	Land Lease	6,431	6,431	0
38	52041	Fire Equipment Testing	1,231	1,310	(79)
38	52071	ID Tags	12,000	12,152	(152)
38	52059	Storage Space Rental	2,500	2,714	(214)
38	53060	Dump Fees - Landfill	2,167	2,418	(252)
38	54022	Vehicle Communications Equip & R	1,517	2,482	(966)
38	53030	Pavement Repairs	16,667	17,729	(1,062)
38	52040	Fire Equipment Services	1,441	2,892	(1,451)
38	51055	Water District Charges	10,417	12,171	(1,754)
38	51054	Sewer District Charges	2,625	5,000	(2,375)
38	53071	Wildlife Hazard Management	8,750	11,236	(2,486)
38	52020	Baggage System	15,000	18,654	(3,654)
38	51031	ARFF Supplies	29,854	34,916	(5,063)
38	52034	Roof	6,167	11,230	(5,063)
38	52032	Elevator Repair & Supplies	47,917	53,361	(5,444)
38	54012	Oil / Grease	7,833	14,384	(6,550)
38	51016	Runway Painting	3,750	10,400	(6,650)
38	51052	Wastewater Conveyance	625	7,500	(6,875)
38	52031	Electrical Repairs & Supplies	88,958	97,003	(8,044)
38	51017	Airfield Shop Supplies	9,375	18,492	(9,117)
38	54011	Diesel Fuel	64,833	79,291	(14,458)
38	54070	Vehicle Shop Tools & Supplies	18,750	33,262	(14,512)
38	54010	Gasoline	33,333	48,501	(15,167)
38	54013	Vehicle/Equipment Tires	7,250	22,604	(15,354)
38	53090	T-Hangar Maintenance	3,958	23,674	(19,716)
38	51057	System Maintenance & Repairs	83,333	112,960	(29,626)
38	52010	Alarm & PA Systems	28,458	70,953	(42,495)
38	54050	Snow Equipment Repair & Maintenance	37,500	82,877	(45,377)
38	51019	Snow Removal Supplies	102,496	151,677	(49,180)
38	51015	Apron Maintenance	14,750	64,653	(49,903)
38	53048	Snow Removal Supplies	5,500	62,178	(56,678)
38	51053	Electric	41,667	102,400	(60,733)
38	53010	Landscaping	34,167	96,174	(62,008)
38	53050	Snow Removal Contract Svces	75,500	176,199	(100,699)
			<b>1,981,019</b>	<b>2,097,494</b>	<b>(116,475)</b>
<b>Office/Administration</b>					
39	55015	Hardware/Software Maintenance Ac	213,917	183,467	30,451
39	66010	Training / Travel	41,374	24,156	17,217
39	66013	Function Refreshments	6,250	2,847	3,403
39	55040	Postage	3,750	564	3,186
39	55070	Payroll Services	17,708	16,292	1,416
39	55010	Office Equipment Rental	5,949	5,421	528
39	55012	Office Equipment Service Agreement	3,112	2,631	481
39	55020	Office Furniture and Fixtures	1,750	1,599	151
39	55030	Outside Printing Services	67	351	(284)

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
39	55050	Reference Materials	425	970	(545)
39	66012	Authority Management Travel & Edu	9,833	10,670	(837)
39	55060	Office Supplies	10,383	11,933	(1,550)
39	66020	Tuition Reimbursement	208	1,785	(1,577)
39	55032	Printing Outside Services	6,667	8,771	(2,104)
39	55014	Computer Systems	14,008	16,452	(2,443)
39	66062	Bank & Paying Agent Fees	1,167	4,035	(2,868)
39	66030	Advertising & Public Meetings	8,500	14,240	(5,740)
39	66050	Property Taxes	3,167	11,089	(7,923)
39	66000	Dues & Subscriptions	20,500	35,938	(15,438)
39	66080	Airline Incentive Expenses	133,333	153,472	(20,139)
39	66061	EZ Pass Fees	50,000	71,500	(21,500)
39	55016	Computer Equipment	9,056	48,609	(39,553)
39	66060	Credit Card Service Charges	229,167	273,395	(44,229)
			<b>790,292</b>	<b>900,188</b>	<b>(109,896)</b>
<b><u>Non-Capital Equipment</u></b>					
41	83000	Equipment	66,625	165,372	(98,747)
			<b>66,625</b>	<b>165,372</b>	<b>(98,747)</b>
			<b>(13,323,662)</b>	<b>(13,204,464)</b>	<b>(119,199)</b>

**FBO Operating Expenses****Cost of Good Sold (FBO)**

32	51101	Fuel Costs - Jet A	1,370,833	1,238,539	132,294
32	51102	Jet A Discounts	166,667	67,862	98,804
32	51108	Fuel Costs-AvGas Commercial	6,250	5,371	879
32	51125	Oil	208	699	(491)
32	51104	AvGas Discounts	1,478	3,007	(1,529)
32	51107	Fuel Costs - Diesel	50,000	64,387	(14,387)
32	51105	Fuel Costs - Auto Gas	0	33,039	(33,039)
32	51103	Fuel Costs - AvGas	75,508	116,060	(40,552)
32	51113	Deicing Type IV - Consortium	56,450	112,421	(55,971)
32	51112	Deicing Type IV - Sprayed	20,887	85,834	(64,948)
32	51110	Deicing Type I - Sprayed	294,306	451,216	(156,910)
32	51111	Deicing Type I - Constortium	244,350	562,242	(317,892)
			<b>2,286,937</b>	<b>2,740,676</b>	<b>(453,739)</b>

**Salaries Expense**

34	11000	Salaries	755,072	666,943	88,130
34	12010	Overtime 1.5	85,581	111,715	(26,134)
			<b>840,654</b>	<b>778,658</b>	<b>61,996</b>

**Other Employee Expenses**

35	22000	Health	202,888	124,275	78,612
35	21000	Social Security	63,786	58,702	5,084
35	26020	Unemployment Insurance	11,987	9,526	2,461
35	25000	Uniforms & Laundry	2,771	1,380	1,391
35	29001	Retirement	6,983	5,997	985
35	26010	NYS Disability	39	928	(889)
35	25005	Uniform Purchases	2,917	15,123	(12,206)
			<b>291,370</b>	<b>215,931</b>	<b>75,438</b>

**Utilities**

36	36033	Wireless	1,191	1,306	(116)
36	36035	Radio Communications	34	426	(392)
36	35000	Water	167	1,824	(1,657)
36	36060	Cable Television	551	3,996	(3,446)
36	33000	Natural Gas	11,167	21,338	(10,171)
36	31000	Electric	15,183	27,877	(12,694)
			<b>28,292</b>	<b>56,768</b>	<b>(28,476)</b>

**Purchased Services**

37	42010	Airport Liability	45,171	0	45,171
37	42060	Property Insurance	19,250	9,643	9,607
37	49040	Professional Management	110,583	109,031	1,553
37	46010	Public Relations	17,500	17,500	0
37	45010	Refuse Removal Services	883	2,044	(1,160)
37	42041	Environmental Liability	11,858	19,052	(7,194)
			<b>205,246</b>	<b>157,270</b>	<b>47,976</b>

**Material & Supplies**

38	54040	Heavy Equipment Maintenance	50,625	45,124	5,501
38	53078	Liquid Waste Disposal	6,333	3,200	3,133
38	54010	Gasoline	5,000	3,188	1,812
38	54021	Vehicle Repair & Maintenance	83	78	5
38	52010	Alarm & PA Systems	417	600	(183)
38	54070	Vehicle Shop Tools & Supplies	208	723	(514)
38	52032	Elevator Repairs & Supplies	1,167	1,945	(778)
38	52034	Roof	875	2,251	(1,376)
38	54013	Vehicle/Equipment Tires	2,167	4,594	(2,428)
38	52033	HVAC	6,583	9,085	(2,502)
38	52035	Plumbing Repairs & Supplies	375	3,191	(2,816)
38	52060	Building Maintenance	17,017	21,069	(4,052)
38	52062	Janitorial Supplies	3,750	9,183	(5,433)
38	52031	Electrical Repairs & Supplies	3,525	9,038	(5,513)
38	54075	Fuel Truck Lease	16,240	23,740	(7,500)
38	54011	Diesel Fuel	29,167	37,079	(7,913)
38	54030	General Equipment Repair/Maint	19,270	38,566	(19,295)
			<b>162,802</b>	<b>212,653</b>	<b>(49,851)</b>

**Office/Administration**

39	55015	Hardware/Software Maint Agreeemer	4,423	4,357	66
39	55060	Office Supplies	1,667	1,735	(68)
39	55014	Computer Systems	83	196	(113)
39	55012	Office Equipment Service Agreeemer	83	243	(160)
39	55010	Office Equipment Rental	583	910	(327)
39	55030	Printed Forms/Letterhead	50	639	(589)
39	55070	Payroll Services	6,333	9,375	(3,042)
39	66015	Incentives	12,500	18,264	(5,764)
39	66010	Training / Travel	500	8,057	(7,557)

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
39	66000	Dues & Subscriptions	1,433	15,690	(14,257)
39	66060	Credit Card Service Charges	26,667	90,742	(64,075)
			<u>54,323</u>	<u>150,209</u>	<u>(95,886)</u>
			<b>(3,869,624)</b>	<b>(4,312,165)</b>	<b>442,542</b>

## Notes to Financial Statements

## 1. Accounting Basis

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

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

## 2. Cash Reserves

2023 Operating Budget - Airport	\$35,719,629
2023 Operating Budget – FBO	<u>10,172,924</u>
	\$45,892,553
Monthly Operating Outflow	(\$45,892,553/12)
	\$3,824,379

Months Operating Reserves Unrestricted  
\$30,725,149/\$3,824,379 ~ 8.03 months

Months Operating and Renewal Reserves  
\$8,263,047/\$3,824,379 ~ 2.16 months

	Unrest.	Restr	Total
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
Sep	8.03	2.0	10.03
Oct	8.26	2.0	10.26
Nov	8.23	2.0	10.23
Dec	7.94	2.0	9.94
Jan23	6.85	2.1	8.95
Feb23	7.19	2.1	9.29
Mar23	7.49	2.1	9.59
Apr23	7.36	2.16	9.52
May23	8.03	2.16	10.19

## 3. Accounts Receivable

The amount of accounts receivables, shown as days of average annual (2023 Budget) daily revenues, is as follows:

$$\begin{aligned} \$58,287,414 / 365 &= \$159,691 \\ \$1,691,740 / \$159,691 &= 6.65 \end{aligned}$$

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
Sep	2.86
Oct	6.40
Nov	8.23
Dec	3.23
Jan23	6.96
Feb	4.99
Mar	2.71
Apr	6.65
May	10.59

## 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	20,162,269
Improvements	<u>281,299,716</u>
	597,548,641
Accumulated Depreciation	<u>(339,687,644)</u>
	257,860,997
Construction In Progress	<u>14,150,377</u>
	<b>\$272,011,374</b>

## 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 <sup>3</sup>	5,093,917	2,673,879
AIP145-CHRSSA <sup>2</sup>	320,510	320,510 C
AIP148-ARPA	12,113,224	-
AIP149-Con Relief	1,282,039	-
Jobs Act of 21 <sup>1</sup>	<u>28,551,945</u>	-
	<b>\$62,639,511</b>	<b>\$18,272,265</b>

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

<sup>2</sup> Closed, March 2022

<sup>3</sup> Must collect by March 19, 2025

**Albany International Airport**  
**For the five months ended May 31, 2023**

	Budget	Current Month		Budget	Year to Date		12 Month Running	
		2022	2023		2022	2023	2022	2023
<b>Statistics</b>								
<b>Total Enplanements</b>	116,667	109,543	111,996	583,333	486,467	521,654	1,211,141	1,325,716
	-4.0%		2.2%			7.2%		9.5%
<i>Passenger</i>	2,187	2,602	2,626	10,934	11,580	12,295	27,696	29,829
<i>Cargo</i>	251	268	246	1,257	1,308	1,184	3,362	3,222
<i>Charter, Corporate &amp; Diversi</i>	312	285	412	1,560	1,360	1,712	3,605	4,505
<i>General Aviation</i>	1,250	1,420	1,512	6,250	5,157	5,438	14,164	14,802
<i>Military</i>	292	237	225	1,458	1,299	825	3,197	2,118
<b>Total Operations</b>	4,292	4,812	5,021	21,458	20,704	21,454	52,024	54,476
	17.0%		4.3%			3.6%		4.7%
<b>Landed Weight (1,000)</b>	111,250	127,233	128,237	556,250	564,510	609,643	1,336,142	1,494,595
	15.3%		0.8%			8.0%		11.9%
<b>Cargo/Mail &amp; Express</b>	1,838	1,628	1,704	9,188	8,124	7,861	21,718	20,819
	-7.3%		4.6%			-3.2%		-4.1%
<b>Jet A Gallons</b>	116,667	89,933	123,825	583,333	471,063	483,894	1,346,608	1,271,853
	6.1%		37.7%			2.7%		-5.6%
<b>AvGas Gallons</b>	4,417	5,826	8,182	22,083	20,564	23,636	52,634	71,321
	85.3%		40.4%			14.9%		35.5%
<b>Deicing Consortium</b>	6,250	-	-	31,250	38,453	42,745	56,324	62,999
<b>Deicing sprayed/retail</b>	7,092	-	-	35,458	40,792	61,312	58,550	85,306
<b>Parking Revenue</b>	\$ 1,329,295	\$ 1,485,500	\$ 1,498,490	\$ 6,646,475	\$ 7,101,506	\$ 7,773,008	\$ 13,663,080	\$ 16,657,313
Revenue per enplanement	\$ 11.39	\$ 13.56	\$ 13.38	\$ 11.39	\$ 14.60	\$ 14.90	\$ 11.28	\$ 12.56
Transactions		49,335	49,925		208,525	230,760	501,288	552,960
Average transaction		\$ 30.11	\$ 30.01		\$ 34.06	\$ 33.68	\$ 27.26	\$ 30.12
<b>Concession Sales</b>								
Rental Cars		\$ 4,787,713	\$ 4,771,546		\$ 16,639,144	\$ 18,457,560	\$ 55,317,865	\$ 61,992,177
Revenue per enplanement		\$ 43.71	\$ 42.60		\$ 34.20	\$ 35.38	\$ 45.67	\$ 46.76
Food and Beverage		\$ 769,258	\$ 818,895		\$ 3,436,884	\$ 4,053,114	\$ 7,645,527	\$ 9,989,697
Revenue per enplanement		\$ 7.02	\$ 7.31		\$ 7.06	\$ 7.77	\$ 6.31	\$ 7.54
Retail		\$ 339,795	\$ 412,928		\$ 1,513,286	\$ 2,700,337	\$ 3,932,285	\$ 4,550,293
Revenue per enplanement		\$ 3.10	\$ 3.69		\$ 3.11	\$ 5.18	\$ 3.25	\$ 3.43

**SCHEDULED AIRLINE PASSENGER SERVICE**

Monthly Scheduled Flights are as follows:

	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities <sup>(1)</sup>	Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight (lbs.)	Enplane.	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
Jan2022	7	18	13	1,066	34.4	111,340	107,337,992	74,020	66.5
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	110,210	83.3
Oct22	7	20	14	1,218	39.4	131,673	122,245,126	119,918	91.1
Nov22	6	21	15	1,145	38.2	120,716	116,088,296	102,991	85.3
Dec22	6	21	15	1,165	37.6	124,744	122,715,142	93,607	75.0
Jan23	6	19	13	1,140	36.8	120,608	116,740,592	93,882	77.8
Feb23	6	20	14	1,141	36.8	120,072	116,999,582	97,311	81.0
Mar23	6	20	14	1,321	42.6	140,331	136,110,262	108,087	77.0
Apr23	6	19	13	1,303	43.4	139,097	132,131,600	110,378	79.3
May23	6	18	12	1,293	41.7	137,445	129,031,742	111,996	81.4
Jun23	6	20	14	1,184	39.2	133,612	122,568,672	112,058	83.8E
Jul23	6	20	14	1,298	41.9	149,717	139,876,606	125,462	83.8E

<sup>(1)</sup> 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>#25-2023</u>	<u>+</u>	<u>(-) #30-2023</u>	<u>#04-2023</u>	<u>+</u>	<u>(-) #30-2023</u>	<u>#31-2022</u>		
1	ATL	Atlanta, GA	20	1	-	21	20	2	(1)	21	21
2	BDL	Hartford, CT	-	-	-	-	-	-	-	-	-
3	BWI	Baltimore, MD	30	2	-	32	26	10	(4)	32	33
4	MDW	Chicago-Midway	13	-	-	13	12	1	-	13	20
5	ORD	Chicago-O'Hare	33	8	-	41	25	22	(6)	41	40
6	CLT	Charlotte, NC	21	-	-	21	20	3	(2)	21	19
7	DEN	Denver, CO	1	7	-	8	-	8	-	8	4
8	DTW	Detroit, MI	27	1	-	28	28	4	(4)	28	25
9	FLL	Fort Lauderdale, FL	7	-	-	7	6	6	(5)	7	7
10	RSW	Fort Myers, FL	-	-	-	-	-	-	-	-	-
11	MIA	Miami, FL	-	-	-	-	1	-	(1)	-	1
12	MSP	Minneapolis, MN	-	-	-	-	-	-	-	-	-
13	MYR	Myrtle Beach, SC	3	-	-	3	-	3	-	3	3
14	BNA	Nashville, TN	2	-	-	2	3	-	(1)	2	2
15	EWR	Newark, NJ	21	-	-	21	14	13	(6)	21	26
16	LGA	New York, LaGuardia	13	-	-	13	24	-	(11)	13	19
17	MCO	Orlando, FL	15	-	-	15	15	7	(7)	15	17
18	SFB	Orlando/Sanford, FL	1	1	-	2	2	4	(4)	2	2
19	PHL	Philadelphia, PA	20	-	-	20	20	1	(1)	20	27
20	RDU	Raleigh-Durham, NC	-	-	-	-	-	-	-	-	4
21	PGD	Tampa/Punta Gorda, FL	2	-	-	2	2	5	(5)	2	2
22	TPA	Tampa, FL	1	1	-	2	2	8	(8)	2	1
23	PIE	Tampa/St. Pete, FL	2	-	-	2	2	2	(2)	2	2
24	DCA	Washington DC-Reagan	25	7	-	32	26	7	(1)	32	25
25	IAD	Washington DC-Dulles	21	-	-	21	21	-	-	21	21
			<b>278</b>	<b>28</b>	<b>-</b>	<b>306</b>	<b>269</b>	<b>106</b>	<b>(69)</b>	<b>306</b>	<b>321</b>

May 2023 Monthly Financial Report



**Week 06 2023****Full Time Positions**

	<b>Budget Full Time</b>	<b>Budget Part Time</b>	<b>Budget Total</b>	<b>Filled Full Time</b>	<b>Vacant Full Time</b>
<b>AvPORTS</b>					
Jan22	165	15	180	132	33
Jun	165	15	180	128	37
Jul	166	15	181	127	39
Aug	166+3	15	184	127	42
Sep	169	15	184	136	33
Oct	169	15	184	135	34
Thru Week 22-50	170	15	175	130	40
Thru Week 23-02	175	16	193	129	46
Thru Week 23-06	175	15	190	127	48
Thru Week 23-10	175	15	190	131	44
Thru Week 23-18	174	15	189	134	40
Thru Week 23-22	174	15	189	136	38
<b>FBO</b>					
Jan22	33	-	33	25	8
Jun	34	2	36	27	7
Jul	34	2	36	27	7
Aug	34+1	2	37	28	8
Sep	35	2	37	28	7
Oct	35	2	37	28	7
Thru Week 50	35+1	2	36	31	5
Thru Week 23-02	36	2	38	30	7
Thru Week 23-06	36	2	38	34	2
Thru Week 23-10	36	2	38	33	3
Thru Week 23-18	36	2	38	32	4
Thru Week 23-22	36	2	38	32	4
<b>ACAA</b>					
Jan22	20	3	23	20	-
Jun	20	3	23	20	-
Jul	20	3	23	20	-
Aug	20	3	23	20	-
Sep	20	3	23	20	-
Oct	20	3	23	20	-
Thru Week 50	20	3	23	20	-
Thru Week 23-02	20	3	23	20	-
Thru Week 23-06	20	3	23	20	-
Thru Week 23-10	20	3	23	20	-
Thru Week 23-18	20	3	23	20	-
Thru Week 23-22	20	3	23	20	-
<b>Total</b>					
Jan22	218	18	236	177	41
Jun	219	20	239	175	44
Jul	220	20	240	174	46
Aug	220+4	20	244	176	50
Sep	224	20	244	184	40
Oct	224	20	244	183	41
Thru Week 50	226	20	246	181	45
Thru Week 23-02	231	21	252	179	53
Thru Week 23-06	231	20	251	181	50
Thru Week 23-10	231	20	251	184	47
Thru Week 23-18	230	20	250	186	44
Thru Week 23-22	230	20	250	188	42

**Week 18 2023**

Full Time Positions

	<b>Budget Full Time</b>	<b>Budget Part Time<sup>(1)</sup></b>	<b>Budget Total</b>	<b>Filled Full Time</b>	<b>Vacant Full Time</b>	<b>In Process To Fill</b>
10 Airfield (a)	29	2	31	17 (0 LOA)	12	
20 Terminal-Custodial(b)	35	1	36	26 (1 LOA)	9	
20 Terminal-Facilities(b)	10	1	11	9 (1 LOA)	1	
21 Loading Bridge(b)	3	-	3	3 (0 LOA)	-	
30 Parking (b)	21	5	26	14 (1 LOA)	7	
30 Parking – Shuttle (b)	12	1	13	10 (0 LOA)	2	
32 Landside	-	-	-	-	-	
41 Operations (b)	18	-	18	16 (0 LOA)	2	
42 ARFF (c)	23	-	23	23 (0 LOA)	-	
43 Security	4	5	9	3	1	
50 Vehicle Maint. (a)	12	-	12	10	2	
59 Airport Mgmt.	7	-	7	5	2	
60 FBO Comm.	11	-	11	10	1	
61 FBO GA	21	2	23	19	2	
69 FBO Admin (added)	4	-	4	3	1	
71 ACAA	20	3	23	20	-	
	230	20	250	188	42	

<sup>(1)</sup> Does not include seasonal.

	<b>Balance</b>	<b>Hire</b>	<b>Vacated</b>	<b>Balance</b>
Jan22		2	2	
Feb		2	2	
Mar	171	2	5	168
Apr	168	3	2	169
May	169	7	3	173
June	173	4	2	175
July	175	-	2	174
Aug	174	8	1	181
Sep	181	5	3	183
Oct	183	-	2	181
Thru week 50	181	2	2	181
Thru week 23-02	181	-	2	179
Thru week 23-06	179	-	-	181
Thru week 23-10	181	4	1	184
Thru week 23-18	184	13	11	186
Thru week 23-22	186	5	3	188

- (a) CSEA
- (b) SMART / Jet Bridge
- (c) IAFF

## **AGENDA ITEM NO. 5**

### **Project Development**

**AGENDA ITEM NO. 6**

**Counsel**

**AGENDA ITEM NO. 7**

**Concessions/Ambassador Program**

## **AGENDA ITEM NO. 8**

**Public Affairs**

## **AGENDA ITEM NO. 9**

### **Business & Economic Development**

**AGENDA ITEM NO. 10**

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



**AGENDA ITEM NO. 10.1**

**Authorization to Award Construction Contract 21-1013-HVAC-E for Air Traffic Control Tower HVAC to Kasselmann Electric Co. Inc.**

AGENDA ITEM NO: 10.1  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
07/10/2023

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract 21-1013-HVAC-E for Air Traffic Control Tower HVAC to Kasselman Electric Co. Inc.*

**CONTRACT AMOUNT:**

Base Amount \$85,737.00

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No NA  
Funding Account No.: CPN 76-2004

**AWARD CONDITIONS MET:**

Apprenticeship ✓ DBE ✓ MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 89% State N/A Airport 11%  
Term of Funding: 2023-2024  
Grant No.: TBD STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract # 21-1013-HVAC-E for the Air Traffic Control Tower HVAC to qualified low bidder Kasselman Electric Co., Inc. of Menands, NY for \$85,737.00. The contract scope includes removal of electric service to the existing non-functional HVAC equipment for the entire facility and rewiring with new equipment in coordination with the mechanical contractor. The work will need to be performed during night hours and around the FAA tower and Tracon work schedules. Additionally temporary heating and cooling must be provided to maintain normal FAA operations.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.1  
MEETING DATE: July 10, 2023

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to the attached Contract 21-0113-HVAC-E Bid Tabulation.*

**CONTRACT #21-1013-HVAC-E**  
**Air Traffic Control Tower HVAC Electrical Work**

Company Name	Harold R. Clune, Inc.	Kasselman Electric Co., Inc.
Addendum #1	X	X
Addendum #2	X	X
Addendum #3	X	X
Addendum #4	X	X
Lump Sum Bid	\$144,000.00	\$85,737.00
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X



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

Albany Airport Authority Purchasing Department  
*Bobbi Matthews*  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 5<sup>th</sup> day of June 2023  
*Elizabeth M. ...*  
 Notary Public

ELIZABETH M. ... AND  
 Notary Public, State of New York  
 Qualified in ... County  
 No. 400 ...  
 Commission Expires 5/31/20

**AGENDA ITEM NO. 10.2**

**Construction Contract: Authorization to Award  
Construction Contract 21-1013-HVAC-M  
for Air Traffic Control Tower HVAC to  
Collett Mechanical, Inc.**

AGENDA ITEM NO: 10.2  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
07/10/2023

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract 21-1013-HVAC-M for Air Traffic Control Tower HVAC to Collett Mechanical, Inc.*

**CONTRACT AMOUNT:**

Base Amount \$1,415,000.00

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes  No  NA  
Funding Account No.: CPN 76-2004

**AWARD CONDITIONS MET:**

Apprenticeship  DBE  MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 100% State N/A Airport N/A  
Term of Funding: 2023-2024  
Grant No.: TBD STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract # 21-1013-HVAC-M for the Air Traffic Control Tower HVAC to qualified low bidder Collett Mechanical, Inc. of Albany, NY for \$1,415,000.00. The contract scope includes removal of the existing non-functional HVAC equipment for the entire facility and replacing with new equipment. The work will need to be performed during night hours and around the FAA tower and Tracon work schedules. Additionally temporary heating and cooling must be provided to maintain normal FAA operations.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.2  
MEETING DATE: July 10, 2023

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to the attached Contract 21-0113-HVAC-M Bid Tabulation.*

**CONTRACT #21-1013-HVAC-M**  
**Air Traffic Control Tower HVAC Mechanical Work**

Company Name	John W. Danforth Co.	T. Lemme Mechanical, Inc.	DiGesare Mechanical Inc.	Collett Mechanical Inc.	Eckert Mechanical, LLC
Addendum #1	X	X	X	X	X
Addendum #2	X	X	X	X	X
Addendum #3	X	X	X	X	X
Addendum #4	X	X	X	X	X
Lump Sum Bid	\$1,415,000.00	\$1,820,000.00	\$1,480,000.00	\$1,415,000.00	\$1,479,000.00
Bid Bond	5%	5%	5%	5%	5%
Board of Directors	X	X	X	X	X
Non-Collusion	X	X	X	X	X
Qualification Questionnaire	X	X	X	X	X
Acknowledgment	X	X	X	X	X



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

Albany Airport Authority Purchasing Department

*Bobbi Matthews*  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 8<sup>th</sup> day of June 2023  
*Elizabeth M. Charland*  
 Notary Public

ELIZABETH M. CHARLAND  
 Notary Public - Albany County  
 Commission Expires 5/31/26



**AGENDA ITEM NO. 10.3**

**Construction Contract: Authorization to Award  
Construction Contract 21-1013-R-Rebid for Air  
Traffic Control Tower Roof to Titan Roofing, Inc.**

AGENDA ITEM NO: 10.3  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
07/10/2023

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract 21-1013-R-Rebid for Air Traffic Control Tower Roof to Titan Roofing, Inc.*

**CONTRACT AMOUNT:**

Base Amount \$509,000.00

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No NA  
Funding Account No.: CPN 76-2004

**AWARD CONDITIONS MET:**

Apprenticeship ✓ DBE ✓ MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 100% State N/A Airport N/A  
Term of Funding: 2023-2024  
Grant No.: TBD STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract # 21-1013-R-Rebid for the Air Traffic Control Tower Roof to qualified low bidder Titan Roofing, Inc. of Albany, NY for \$509,000.00. The contract scope includes the complete removal of lower roof including the insulation and replacing the insulation per the latest NYS Energy Code and a new roof and safety rail system.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.3  
MEETING DATE: July 10, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to the attached Contract 21-1013-R-Rebid Bid Tabulation.*

**CONTRACT #21-1013-R-Rebid**  
**Air Traffic Control Tower Roof Replacement**

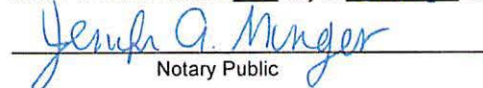
Company Name	Titan Roofing Inc.	Mid-State Industries, LTD
Lump Sum Bid	\$509,000.00	\$785,811.00
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

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

Albany Airport Authority Purchasing Department

  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 20<sup>th</sup> day of June 2023

  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2027

**AGENDA ITEM NO. 10.4**

**Construction Contract: Authorization to Award  
Construction Contract 21-1082-GC for the Pre-TSA  
Terminal Expansion to MLB Construction  
Services, LLC.**

AGENDA ITEM NO: 10.4  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

*Planning and Engineering*

ACAA Approved  
07/10/2023

**Contact Person:**

*John LaClair, P.E., Chief Engineer*

**PURPOSE OF REQUEST:**

**Construction Contract:**

*Authorization to Award Construction Contract 21-1082-GC for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.*

**CONTRACT AMOUNT:**

Base: \$32,796,900.00

Add Alternate 1: \$25,000 if necessary.

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes  No  NA  
Funding Account No.: CPN 50-2021

**AWARD CONDITIONS MET:**

Apprenticeship  DBE  MWBE

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal N/A State 100% Airport N/A  
Term of Funding: 2023-2025  
Grant No.: N/A STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract # 21-1082-GC for the Pre-TSA Terminal Expansion to qualified low bidder MLB Construction Services, LLC Malta, NY for \$32,796,900.00. The contract scope includes the complete removal of the existing garage rotunda and north pedestrian walk bridge, micro pile installation, concrete and rebar for the footings, supply and erect structural steel. Additionally there will be utility relocations, traffic control and temporary queuing platform for Pre TSA passengers. This contract shall require FAA concurrence.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.4  
MEETING DATE: July 10, 2023

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

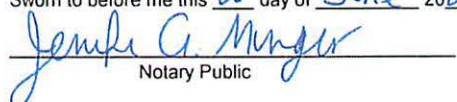
*Please refer to the attached Contract 21-1082-GC Bid Tabulation.*

**CONTRACT #21-1082-GC**  
**Terminal Expansion-Site Work**

Company Name	Murnane Building Contractors	MLB Construction Services, LLC
Addendum #1-15	X	X
Lump Sum Bid	\$42,800,000.00	\$32,796,900.00
Alternate #1	Add \$65,000.00	Add \$25,000.00
Alternate #2	X	X
Alternate #3	X	X
Alternate #4	X	X
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

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

Albany Airport Authority Purchasing Department  
  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 28<sup>th</sup> day of June 2023  
  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2027



**AGENDA ITEM NO. 10.5**

**Construction Contract: Authorization to Award  
Construction Contract 1145-GC for  
Million Air Roof to Titan Roofing, Inc.**

AGENDA ITEM NO: 10.5  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

*Planning and Engineering*

ACAA Approved  
07/10/2023

**Contact Person:**

*John LaClair, P.E., Chief Engineer*

**PURPOSE OF REQUEST:**

**Construction Contract:**

*Authorization to Award Construction Contract 1145-GC for  
Million Air Roof to Titan Roofing, Inc.*

**CONTRACT AMOUNT:**

Base Amount      \$898,000.00

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No NA  
Funding Account No.: CPN 72-2003

**AWARD CONDITIONS MET:**

Apprenticeship ✓ DBE N/A MWBE ✓

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal N/A      State N/A      Airport 100%  
Term of Funding: 2023-2024  
Grant No.: N/A      STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract # 1145-GC for the Million Air Roof to qualified low bidder Titan Roofing, Inc. of Albany, NY for \$898,000.00. The contract scope includes the complete removal of existing roof including the stone ballast and insulation and replacing the insulation per the latest NYS Energy Code and installing a new roof.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.5  
MEETING DATE: July 10, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to the attached Contract 1145- GC Bid Tabulation.*

**CONTRACT #1145-GC**  
**Roofing Repair and Replacement**

Company Name	Titan Roofing Inc.	Mid State Industries, LTD
Addendum #1	X	N/A
Lump Sum Bid	\$898,000.00	\$928,811.00
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

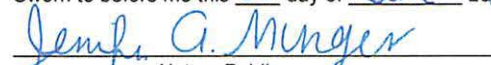
I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department



Bobbi Matthews  
Purchasing Agent

Sworn to before me this 23<sup>rd</sup> day of June 2023

  
Notary Public

JENNIFER A. MUNGER  
Notary Public, State of New York  
No. 01MU6246332  
Qualified in Schenectady County  
Commission Expires Aug. 08, 2027

## **AGENDA ITEM NO. 10.6**

### **Negotiations:**

**Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection)**

AGENDA ITEM NO: 10.6  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

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

Negotiations  
ACAA Approved  
07/10/2023

**PURPOSE OF REQUEST:**

Negotiations:  
Professional Services Contract: *Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering. (Construction Inspection)*

**CONTRACT AMOUNT:**

Base Amount: *Negotiations*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes  No  NA  
Funding Account No.: 50-2029

**AWARD CONDITIONS MET:**

Apprenticeship N/A DBE  MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal  State  Airport N/A  
Term of Funding: 2023-2025  
Grant No.: <pending> State PIN: 1A00.95

**JUSTIFICATION:**

*Authorization is requested to negotiate for Professional Services Contract S-1153-I Construction Inspection Services programmed for the Pre-TSA Terminal Expansion project. 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 is the Engineering firm of Creighton Manning Engineering of Albany, New York. Subsequent prospective contract award is contingent upon Board approval of negotiated fee established following grant guidelines.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.6  
MEETING DATE: July 10, 2023

**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 RFQ score tabulation.*

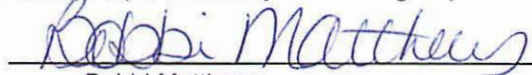
# Contract #1153-I

## Construction Inspection Services

Company Name	Creighton & Manning	Colliers Engineering and Design	CHA
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I, Bobbi Matthews, certify that this proposal acknowledgment is a true copy of the submittals received for the proposal (RFP) above.

Albany Airport Authority Purchasing Department



Bobbi Matthews,  
Purchasing Agent

Sworn to before me this 20<sup>th</sup> day of June 2023.

  
Notary Public

JENNIFER A. MUNGER  
Notary Public, State of New York  
No. 01MU6246332  
Qualified in Schenectady County  
Commission Expires Aug. 08, 2027



**AGENDA ITEM NO. 10.7**

**Amendment No. 1 to Professional Services:  
Contract No. S-22-1139 Design Services for the New  
In-Line Checked Baggage Inspection System (CBIS)  
with VTC (Vic Thompson Company).**

AGENDA ITEM NO: 10.7  
MEETING DATE: July 10, 2023

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**ACAA Approved  
07/10/2023**

**DEPARTMENT:**

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

**PURPOSE OF REQUEST:**

*Amendment No. 1 to Professional Services: Contract No. S-22-1139 Design Services for the New In-Line Checked Baggage Inspection System (CBIS) with VTC (Vic Thompson Company).*

**CONTRACT AMOUNT:**

*Base Amount: \$1,110,377.00 (Previously approved 2/13/23, \$1,000,303.15 per TSA OTA)*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes  No  NA  
Funding Account No.: 50-2027

**AWARD CONDITIONS MET:**

Apprenticeship N/A DBE  MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 72.5% State \_\_\_\_\_ Airport 27.5% NA \_\_\_\_\_  
Term of Funding: 2023-2025  
Grant No.: <pending> State PIN: <pending>

**JUSTIFICATION:**

*Authorization is requested to amend the award value of Professional Services Contract S-22-1139 Design Services programmed for the New In-Line Checked Baggage Inspection System (CBIS) with VTC. The RFQ evaluations committee voted for award to the design firm of VTC of Arlington, Texas. VTC submitted a fee proposal which was negotiated within the TSA guidelines. The TSA supplied a revised Design proposal on March 28, 2023 after the signed OTA was received from them which added to the scope of work and changed the Final contract amount by \$110,073.90 due to increased space requirements of the TSA that will require more structural design modifications of the existing Terminal building.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.7  
MEETING DATE: July 10, 2023

**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:**

*VTC's revised (R2) scope and fee proposal.*

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March 28, 2023

John LaClair, P.E., G.G.P.  
Chief Engineer  
Albany County Airport Authority

Via Email

Reference: New Checked Baggage Inspection System

Subject: Fee Proposal for Design Services  
VTC Proposal Number: PRNYALB22866  
Revision 2

Mr. LaClair,

The VTC Team offers for your consideration the following professional services to design a centralized in-line Checked Baggage Inspection System (CBIS) system, input conveyors from the ticket counter, baggage makeup area and associated facilities to house the system that will replace the individual mini-inline screening systems located within the current Airline baggage makeup spaces. This revision of our proposal includes clarifications and changes based on final comments received by you from TSA.

#### GENERAL SCOPE

This proposal is for the entire scope of the project, which includes TSA allocable and non-allocable elements. The design scope anticipates a three-machine checked baggage inspection system using medium speed machines that is compliant with TSA Planning Guidelines and Design Standards (PGDS) Version 8.

Design Services involve five (5) design phases including Pre-Design, Schematic Design, 30% Design, 70% Design, and 100% Design, plus Bidding and Negotiation, per PGDS version 8 requirements.

#### PRE-DESIGN

The purpose of the pre-design activities is to identify the existing baseline conditions, estimate the design-year baggage screening demand, and identify the potential alternatives that meet those criteria. During this phase, data will be collected to analyze design alternatives and develop concepts.

##### 1. **Activities**

- a. Project kick-off preparation
  - i. Develop the Integrated Local Design Team (ILDТ)
  - ii. Develop communication plan
- b. Project Initiation
  - i. Kick-off Meeting to establish design criteria.
  - ii. Site walk to view area of work.



- c. Data Collection
  - i. Collect as-built documentation and historical facility information
    - 1. O&M logs, previous assessments, initial and recurring training plans, and TSA staffing information (as allowed by SSI)
    - 2. Any available Base building background drawings
    - 3. As-built drawings, reports, and any other available data on past upgrades and optimizations to the existing conveyor systems and facility
    - 4. Any reports, surveys or other evaluations performed on the stand-alone systems after initial installation
    - 5. Current Configuration Management Plan for the mini-inline systems
    - 6. Current Contingency Plans for the mini-inline systems
  - ii. Collect forecasting information
    - 1. Current and Forecasted Demand Data
    - 2. Airport master plan
- d. Planning Activities
  - i. Develop current and future baggage and passenger demands based on the following:
    - 1. Historical data (including checked baggage processing information)
    - 2. Passenger arrival curves
    - 3. Passenger arrival trends
    - 4. Bags per passenger
    - 5. Future flight schedules
    - 6. FDRS reports
  - ii. Develop blocking diagrams.
- e. Concept Development
  - i. Create concept drawings for up to three screening alternatives
  - ii. Identify block area requirements and locations for BHS control room, On Screen Resolution (OSR) and Checked Baggage Resolution Area (CBRA)
  - iii. Identify required facility and infrastructure modifications for each option
  - iv. Estimate the BHS/CBIS mechanical and electrical order of magnitude loads, source, and capacity
  - v. Develop Rough Order of Magnitude (ROM) cost in TSA's current working estimate (CWE) format
  - vi. Perform a Life Cycle Cost Analysis (LCCA) of alternatives
- f. Preferred Alternatives Evaluation and Selection
  - i. Conduct qualitative evaluation of each alternative based on established criteria and requirements
  - ii. Conduct quantitative evaluation of each alternative based on comparison of 20-year life-cycle analyses
  - iii. Determine Preferred Alternative
- g. 3D scan of work area by C&S
  - i. On-Site Scanning
  - ii. Prepare Point Cloud
  - iii. Complete Revit Model
- h. Preferred Alternative Analysis Report (PAAR)
  - i. Develop Alternative Analysis Report that documents the assumptions and methodology used to derive the design-year baggage screening demand, the process used to develop



- alternatives, a description of all alternatives considered, and a list of the preliminary set of alternatives to be carried forward for analysis on a life cycle cost basis
- ii. Narrative evaluations of alternatives considered.
- iii. Preferred Alternative documentation to include concept drawings and report narrative describing the system operation and ability to meet the design year baggage demand
- iv. Documentation to include a high-level narrative description of the architectural, structural, civil, and MEP work required to support the selected alternative
- v. Results of qualitative assessment
- vi. Results of quantitative assessment including updated LCCA
- vii. Narrative of ILDT Preferred Alternative
- i. Review and Submittal
  - i. Review report with the Airport and incorporate clarifications from the review sessions
  - ii. Submit to TSA for review and comments

**2. Deliverables:**

- a. Preferred Alternative Analysis Report

**3. Meetings:**

- a. Kick off meeting on site – 2 people, 3 days.
- b. Internal progress/review meetings via conference call
- c. Meetings with Airport and stakeholders (ILDT) via conference call
- d. Pre-Design Meeting with TSA via conference call
- e. Badging – one trip is included to complete badging – 1 person, 2 days.

## SCHEMATIC DESIGN

The purpose of the schematic design activities is to refine the preferred alternative, perform a more detailed cost analysis and produce concept-level drawings and a project schedule. During this phase, the design team will engage with the ILDT to review design development, address requirements and concerns, refine the schematic design, and develop the initial Basis of Design Report.

**1. Activities**

- a. Conduct site investigation for the preferred alternative
- b. Update Base Backgrounds
- c. Preferred Alternative refinement
  - i. Refine Layout and ancillary spaces
  - ii. BIM Coordination
  - iii. Incorporate TSA comments on the AAR submittal
- d. Refine cost estimate (CWE) and ROM/life cycle cost analysis (LCCA)
- e. Update and monitor project schedule
- f. Develop Basis of Design Report
  - i. Detailed program requirements
  - ii. Indication of preferred equipment type and quantity
  - iii. High-level flow-based modeling assumptions and results
- g. Develop phasing and constructability technical memorandum documenting project specific issues for each discipline, including architectural, structural, MEP and IT/Communications consideration
- h. Schematic Design Review with ILDT



- i. Attend project meetings with stakeholders including airlines (ILDT)
- j. Submit to TSA

**2. Deliverables**

- a. Basis of Design Report (BDR)
- b. Provide indication of expected screening equipment
- c. Preliminary BHS Concept plans with proposed loading dock location and improved BHS sortation system
- d. Phasing and Constructability Technical Memorandum
- e. ROM CWE and LCCA
- f. Preliminary Project Schedule
- g. Stakeholder notification documentation
- h. Written response to TSA comments

**3. Meetings**

- a. Internal progress/review meetings via conference call
- b. Meetings with TSA via conference call
- c. Meeting with Airport and stakeholders (ILDT) via conference call
- d. Site investigation for preferred alternative – 2 people, 3 days

**30% DESIGN**

The team will create detailed 30% design package based on the TSA approved schematic design concept. The design team will actively engage the ILDT (including airlines) during the development, review, and refinement of the 30% Design.

**1. Activities**

- a. Prepare 30% Detailed Design drawings for all BHS disciplines to include:
  - i. Plan view of outlined conveyors and Right of Ways (ROW) along with equipment identifications
  - ii. Pre-EDS crossover plans
  - iii. CBIS plans
  - iv. CBRA plans including elevations, BITs, enlarged single-sheet plan view
  - v. CBRA facility plans such as:
    - 1. Shrouding materials
    - 2. Flooring material
    - 3. Lighting design
    - 4. Noise reduction design
    - 5. Minimum environmental conditions
    - 6. Footprints for proper installation of stairs and ladders
    - 7. UPS and power pole locations
  - vi. EDS removal route with locations of quick disconnect conveyors
  - vii. Cross sections showing vertical dimensions
  - viii. Elevations of significant areas
  - ix. Conveyor motor manifest
  - x. Enlarged plans, including demolition plans as necessary
  - xi. Approximate MCP or FDP locations



- xii. Incorporate the comments and requirements of the approved Pre-design into the Schematic Design/30% design.
- xiii. Preliminary phasing plan – this is high-level and details such as temporary screening phases (if required) will be included in later design phases
- xiv. C&S to develop 30% facility design drawings including:
  - 1. Architecture
  - 2. Structural
  - 3. MEP systems
  - 4. Fire protection/fire alarm
  - 5. Information Technology (IT)
  - 6. Security/access control/CCTV
- xv. BIM Coordination
- d. Develop Outline Specifications for BHS/CBS, and associated facility work.
- e. Operational Standards Assessment (Simulation Modeling)
  - i. Refine the high-level flow-based modeling assumptions and results used in the previous phase.
  - ii. Develop an AutoMod simulation of the existing system.
  - iii. Use the modeling simulation to:
    - 1. Validate throughput assumptions data and protocols
    - 2. Suggest design changes such as belt speeds and number of queues
  - iv. Create graphs and charts as necessary to document findings for Operational Standards Assessment
- f. Basis of Design Report to include:
  - i. Assumptions and constraints based on site survey
  - ii. Supporting high-level flow-based modeling data
  - iii. Description of system operations
  - iv. Develop phasing and constructability technical memorandum documenting project specific issues for each discipline, including structural, MEP and IT/Communications consideration
  - v. List current EDS equipment
- g. Develop Screening Equipment Documentation (SSI)
- h. Prepare 30% estimate of probable cost and basis of estimate (CWE, BOE, and LCCA)
- i. Update and monitor project schedule
- j. Respond to TSA comments via review sheet
- k. Attend project meetings with stakeholders
- l. Assemble and submit 30% design package via TSA protocol defined in PGDS.

## 2. Deliverables

- a. Basis of Design Report (BDR)
- b. Screening Equipment Documentation (SSI)
- c. Provide indication of expected screening equipment
- d. BHS 30% design drawings
- e. 30% estimate of probable cost and basis of estimate (CWE, BOE, and LCCA)
- f. Outline Specifications including outline of reporting capabilities.
- g. Referenced documents for screening equipment installation guidelines.
- h. Baggage and data flow charts
- i. Phasing and Constructability Technical Memorandum
- j. Project schedule





- k. National Environmental Policy Act
- l. Stakeholder notification documentation
- m. Written response to TSA comments.
- n. Environmental compatibility assessment

**3. Meetings**

- a. Internal progress/review meetings via conference call
- b. Technical Interchange Meetings with TSA via conference call – assumes two calls.
- c. Meeting with Airport and stakeholders (ILDT) via conference call
- d. Additional budgeted on-site meetings – 2 meetings, 1 person, 2 days each

**70% DESIGN**

The team will create a detailed 70% design based on the TSA approved 30% design package. During this phase, the required deliverable packages will be developed, coordination of design efforts with all stakeholders will take place and project meetings will be held as necessary.

**1. Activities**

- a. Prepare 70% Detailed Design for all BHS disciplines to include the following:
  - i. Plan view drawing with key component sections and details
  - ii. BHS electrical and motor horsepower requirements
  - iii. BHS controls and interface requirements
  - iv. Final conveyor lay-outs for affected areas
  - v. Preliminary sections and major details
  - vi. Refined phasing plans
  - vii. Conveyor manifest
  - viii. Cross sections showing the vertical dimensions of the CBIS
  - ix. Catwalks, platforms, ladders, and stairways
  - x. Motor and drive package locations
  - xi. Device layout
  - xii. Control stations layout
  - xiii. Location and size of MCPs or FCPs
  - xiv. MCP/FCP breakout
  - xv. PLC breakout
  - xvi. Estop zone layout
  - xvii. Control room location (if applicable)
  - xviii. Incorporate the comments and requirements of the approved 30% design into the development of the 70% design development package
  - xix. C&S to develop 70% facility design drawings to include:
    - 1. Architecture
    - 2. Structural
    - 3. MEP systems
    - 4. Fire protection/fire alarm
    - 5. Information Technology (IT)
    - 6. Security/access control/CCTV
  - xx. BIM Coordination
- b. Develop 70% Specifications to include:
  - i. BHS/CBIS and facility construction



- ii. CBIS Description of Operations outlining the basic functional and operational requirements
- iii. Screening equipment integration requirements
- iv. Specific reference to the responsibility of the BHS contractor to meet TSA-specified CBIS design performance requirements and current CBIS commissioning requirements for final TSA approval
- v. CBIS reporting capabilities requirements
- c. Operational Standards Assessment (Simulation Modeling)
  - i. Modify the AutoMOD simulation model
    - 1. Simulate the system based on design changes made during the 30% phase
    - 2. Make incremental modifications to the model to provide system efficiencies to maximize the capacity of the new machines
- d. Update Screening Equipment Document
- e. Develop preliminary contingency plan
- f. Develop preliminary configuration management plan.
- d. Prepare 70% estimate of probable cost and basis of estimate (CWE, BOE, and LCCA)
- g. Update project schedule
- h. Updated Basis of Design Report
  - i. Include bag time in system calculations
  - ii. Refinements to the Description of Operations
  - iii. Updated list of EDS equipment by make, model, and serial number, that will be decommissioned after the proposed in-line system is operational
  - iv. Stakeholder Notification Documentation
- i. Meet with governing authorities, including Fire Marshal, to review 70% documents for code compliance and permitting requirements
- j. Assemble and submit the 70% design package via TSA protocol defined in PGDS
- k. Attend project meetings with ILDT
- l. Attend meetings to assist in the review process with stakeholders
- m. Respond to TSA comments via review sheet

**2. Deliverables:**

- a. Basis of Design Report (BDR)
- b. Screening Equipment Document (SSI)
- c. BHS 70% design drawings
- d. 70% estimate of probable cost and basis of estimate (CWE, BOE, and LCCA)
- e. 70% Specifications
- f. Preliminary Contingency Plan
- g. Preliminary Configuration Management Plan
- h. Project schedule
- i. Stakeholder notification documentation
- j. Written response to TSA comments

**3. Meetings:**

- a. Internal progress/review meetings via conference call
- b. Technical Interchange Meetings with TSA via conference call – assumed 2 calls
- c. Meetings with ILDT via conference call
- d. Meetings with governing authorities, including fire marshal, to review 70% documents for code compliance and permitting (on site) – 3 people, 2 days.
- e. Additional budgeted on-site meetings – 2 meetings, 1 person, 2 days each



## 100% DESIGN

The team will create the final 100% design based on the TSA approved 70% design package. The team will develop required deliverable packages for 100% design, coordinate design effort with all stakeholders, and attend project meetings, as necessary.

### 1. **Activities:**

- a. Develop 100% design documents for all disciplines to include:
  - i. Final Architectural, Engineering, and BHS/CBIS plans, sections, elevations, and details
  - ii. Phasing Plans as required to properly phase construction activities
  - iii. CBIS equipment integration requirements of the TSA's equipment suppliers
  - iv. Incorporate TSA review comments
  - v. BIM Coordination
- b. Update Project specifications to include:
  - i. Architectural, Engineering, and BHS/CBIS specifications including maintenance and warranty information
  - ii. Screening equipment integration requirements
  - iii. CBIS Description of Operations outlining the basic functional and operational requirements
  - iv. Specific reference to the responsibility of the BHS contractor to meet TSA-specified CBIS design performance requirements and current CBIS commissioning requirements for final TSA approval
  - v. Documentation on the reporting capabilities designed for the CBIS
- c. Prepare final list of new and decommissioned screening equipment
- d. Finalize Basis of Design Report to include:
  - i. Plan view .pdf drawing of the entire system
  - ii. Final Description of Operations
  - iii. Updated list of EDS equipment by make, model, and serial number, that will be decommissioned after the proposed in-line system is operational
  - iv. Stakeholder Notification Documentation
- e. Update Screening Equipment Document (SSI)
- f. Prepare Final Contingency Plan
- g. Prepare Final Configuration Management Plan
- h. Update CWE, BOE and LCCA
- i. Prepare Final Proposed Project Schedule
- j. Respond to TSA comment via review sheet
- k. Attend project meetings with stakeholders
- l. Assemble and submit the 100% design package via TSA protocol defined in PGDS
- m. Prepare 100% R1 based on TSA comments and submit.

### 2. **Deliverables:**

- a. Basis of Design Report (BDR)
- b. Screening Equipment Document (SSI)
- c. 100% design drawings
- d. 100% CWE, BOE and LCCA
- e. 100% Specifications
- f. Final Contingency Plan
- g. Final Configuration Management Plan
- h. Project schedule
- i. Stakeholder notification documentation
- j. National Environmental Policy Act form completion



- k. Written response to TSA comments

**3. Meetings:**

- a. Internal progress/review meetings via conference call
- b. Technical Interchange Meetings with TSA via conference call – assumed 2 calls
- c. Meeting with the ILDT to review and approve the BHS/CBIS contract documents
- d. Additional budgeted on-site meetings – 1 meeting, 1 person, 2 days

## **BIDDING & NEGOTIATION**

The purpose of this phase is to provide bid documentation and solicitation assistance to promote the project within the construction community to solicit viable project bids, to evaluate and assess those bids so that appropriate contractors are selected, and to secure contracts with the selected contractors. Within this process contract documents will be issued for construction based on additional information delineation agreed to with the selected contractors through the process of addendums, Requests For Information (RFIs), and Supplemental Information (SI).

**1. Activities:**

- a. Procurement
  - i. Solicitation
    - 1. Assist the Airport in the preparation of bid documents.
  - ii. Source Selection (Bidding/Negotiation Services)
    - 1. Receive, coordinate, and respond to RFIs
    - 2. Coordinate, prepare, and distribute Addenda
    - 3. Conduct bid evaluation
    - 4. Assist in the analysis of Alternates/Substitutions
- b. Conformed Set
  - i. CBIS Contract Document Updates
    - 1. Incorporate the comments and requirements of the approved Bid Documents and any RFIs, SIs and addendums from the Bid Documents
    - 2. Identify changes by Addendum in specifications by indication in left-hand column
  - ii. Conformed Set Deliverables
    - 1. Provide five full sized hard copy sets of drawings and specifications to be used by the contractor
    - 2. Provide drawings and specifications to ACAA in native and .pdf formats.
- c. TSA Facility Modification OTA Application Assistance (FAC MOD)
  - i. Assist the contractor in developing a complete CWE (current working estimate) for the project in TSA's format with allocable and non-allocable costs defined.
  - ii. Develop Construction Administration fees with allocable and non-allocable costs defined.
  - iii. Assist ACAA in updating the FAC MOD OTA application.
  - iv. Package FAC MOD OTA application and design and construction fees for delivery to TSA.
  - v. Submit documentation to TSA.
  - vi. Assist ACAA in negotiations with TSA.

**2. Deliverables:**

- a. Updated IFB Package
- b. Conformed Set
- c. FAC MOD OTA package
- d. Meeting minutes for weekly conference calls

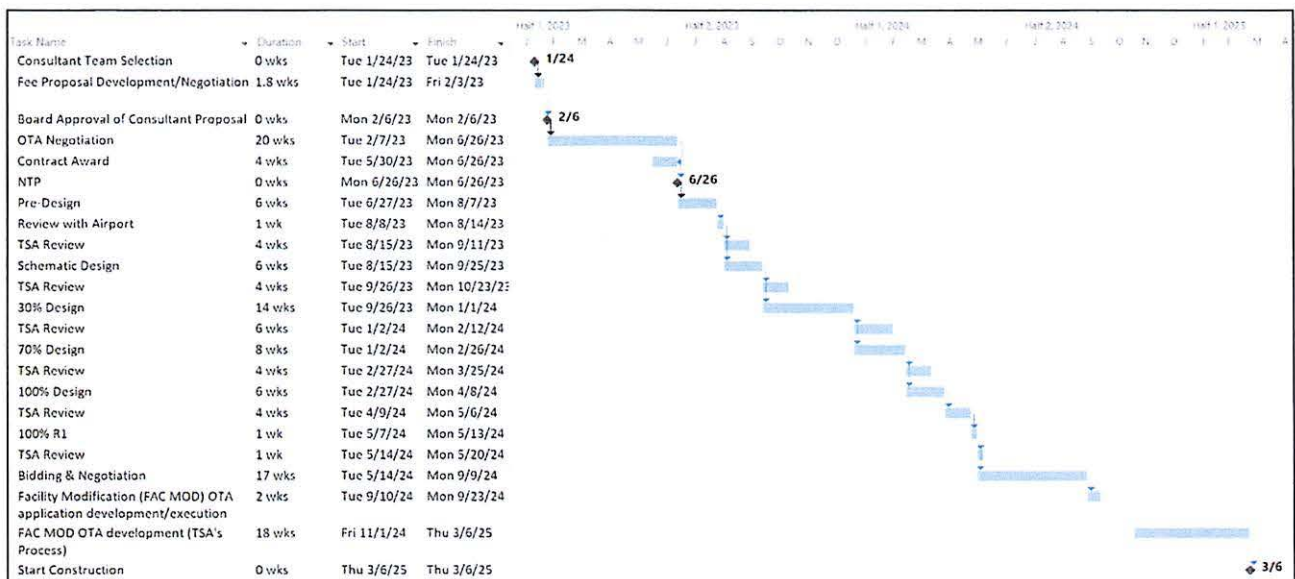


3. **Meetings:**

- a. Weekly coordination via conference calls
- b. Attend pre-bid meeting in person – 1 person, 2 days.
- c. Virtual meetings with TSA to negotiate scope and fee for construction and construction related activities.
- d. One other in-person meeting will be budgeted for this phase if needed – 1 person, 2 days.

**PROPOSED SCHEDULE**

The following schedule has been developed based on VTC's understanding of the project and TSA's requirements, as a basis for this fee proposal. It is anticipated that minor adjustments will be made through coordination with ACAA and the project team throughout the project.



The above schedule shows a break between the submittal of the FAC MOD OTA application and TSA's FAC MOD development process because applications submitted after May 1<sup>st</sup> of a given year are held until funding is received for the following year. TSA's fiscal year starts in October. We understand that the agency usually received funding at the end of October, therefore November 1<sup>st</sup>, 2024, has been used as a start date for TSA's FAC MOD Process to receive FY25 funding.





- development of high-level phasing, and preparing the deliverable for TSA. All other items are 85% allocable. This phase is 90% allocable.
- 30% Design – 100% allocable items include Pre-EDS crossover plans, CBIS plans, CBRA plans, CBRA facility plans, EDS removal route plans, incorporation of TSA comments, updates to the BDR with the exception of description of operations which describes the entire system and is 85% allocable, development of screening equipment documentation (SSI), responses to TSA comments, and preparing the deliverable for TSA. Preparing the 30% CWE, BOE, and LCCA is considered 90% allocable. The creation of simulation modeling and Operational Standards Assessment is 0% allocable. All other items are 85% allocable. This phase is 81% allocable.
  - 70% Design - 100% allocable items include portions of the 70% specification involving CBIS description of operations, screening equipment integration requirements, specific references to the responsibility of the BHSC, CBIS reporting requirements; updated screening equipment document; preliminary contingency plan; preliminary configuration management plan; updates to the BDR; responses to TSA comments; and preparing the deliverable for TSA. Preparing the 70% CWE, BOE, and LCCA is considered 90% allocable. Updates to the Operational Standards Assessment are 0% allocable. All other items are 85% allocable. This phase is 87% allocable.
  - 100% Design - 100% allocable items include final CBIS phasing plans; CBIS equipment integration requirements of the TSA's equipment suppliers; incorporating TSA comments; updates to portions of the 100% specification involving CBIS; final list of new and decommissioned screening equipment; final contingency plan; final configuration management plan; updates to the BDR; updated screening equipment document; responses to TSA comments; preparing the deliverable for TSA; and preparing 100% R1 based on TSA comments. Preparing the 100% CWE, BOE, and LCCA is considered 90% allocable. All other items are 85% allocable. This phase is 93% allocable.
  - Bidding & Negotiation - 100% allocable items include assisting the contractor with the development of the CWE, assisting the airport with FAC MOD OTA negotiations, and packaging and submitting documentation to TSA. Meetings and coordination is considered 95% allocable for this phase because it is very focused on securing FAC MOD funding. All other items are 85% allocable. This phase is 89% allocable.
    - Total combined allocable percentage for BHS is 87%.
- Architecture and Engineering Disciplines
    - Non-allocable areas include renovation to ATO and makeup spaces, and all portions of meetings, coordination, and site surveys not associated with the CBIS.
    - 80% of the work area is allocable, but level of effort varies by discipline based on the complexity of scope in that area vs. the complexity of scope in the makeup area and ATO spaces.
      - Architectural – Several items are considered 80% allocable including Project management, coordination with other disciplines, the building scan, development of the base Revit model for use by all, all of pre-design because it deals with the project at a higher level, project phasing, BDR contributions, cost estimating, code compliance review and plan, and bid phase activities. All other items including drawings, specifications, and QA/QC is considered 70% allocable because the work required for the ATO and makeup spaces, although small, is 50% greater than the level of effort required for the CBIS and makeup area (based on area). Total allocable percentage is 74%
      - Life Safety and HVAC – Preferred alternative analysis report and BDR narratives are considered 95% allocable. Cost estimating and bid phase activities are considered 80% allocable. All other items are considered 60% allocable because the work required for the ATO and makeup spaces ,which is 20% of the project, will require twice the level of effort as the work required in the CBIS (based on area). Total allocable percentage is 65%



- Plumbing – Preferred alternative analysis report and BDR narratives are considered 95% allocable. Cost estimating and bid phase activities are considered 80% allocable. All other items are considered 50% allocable because half the plumbing scope is in the non-allocable areas. Total allocable percentage is 55%
- Electrical - Preferred alternative analysis report and BDR narratives are considered 95% allocable. Cost estimating and bid phase activities are considered 80% allocable. All other items are considered 70% allocable because the work required for the ATO and makeup spaces, although small, is 50% greater than the level of effort required for the CBIS and makeup area (based on area). Total allocable percentage is 75%
- Telecommunications/Security – Preferred alternative analysis report and BDR narratives are considered 95% allocable. All other items are considered 80% allocable because the work required for the ATO and makeup spaces is expected to be The same level of effort required for the CBIS. Total allocable percentages is 82%



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## ASSUMPTIONS

- A. This proposal is offered on a Lump Sum basis for Labor. Expenses will be invoiced based on actual cost.
- B. Travel expenses estimated are based on the number and duration of trips listed in the individual consultant detailed breakdowns included in Appendix II. Additional trips requested by ACAA will be billed at cost with approval from ACAA.
- C. The project schedule duration is assumed to be 61 weeks based on the following:
  - 1. Pre-design 7 weeks
  - 2. Schematic Design 6 weeks
  - 3. 30% Design 14 weeks
  - 4. 70% Design 8 weeks
  - 5. 100% Design 7 weeks
  - 6. Bidding & Negotiation 17 weeks
  - 7. FAC MOD OTA Application 2 Weeks
- D. Approximately 25,000 SF of existing interior space will be renovated to accommodate this project. That includes approximately 10,000 SF of ATO/Office space and 15,000 SF of makeup area. 20,000 SF will be used for CBIS/CBRA. The remaining back of house space will be used to create a new makeup area. The remaining ATO space will be reconfigured to create new ATO space. The current number of ticket counter conveyor lines and right-of-ways is expected to be reduced.
- E. After pre-design, schematic design, 30% and 70% design, the design team will not wait for TSA comments before starting the next phase of the project. Comments will be incorporated into the next phase when they are received.
- F. It is assumed that scanning will be complete by commencement of the Schematic Design activities and that field investigation and surveying will be completed by commencement of 30% Design activities for use in the design process.
- G. The BIM design process and use of Revit are assumed for design team coordination purposes. It is assumed ACAA is not expecting Revit modeling beyond what is necessary for coordination and to produce construction documents.
- H. The proposed fee assumes the Project in its entirety will be designed and submitted in one package. Multiple packages are not included.
- I. Redesign efforts due to major changes in design, after 70% Design Phase, from previous submissions is excluded and will be considered an additional service.
- J. C&S will provide a design with sustainable considerations in mind and as available to the project. However, it is assumed any type of green certification is not a facility requirement and not a part of this project.
- K. It is assumed there is no building addition or expansion of footprint.
- L. It is assumed that adequate utilities existing to serve the space, including electrical supply, and no upgrades are required.
- M. Excludes hazardous building materials sampling or abatement design.

- N. Access to the site for inspection/survey can only be performed during day hours and will be coordinated by the Client. Client will coordinate the necessary escort for the Consultant and subcontractors to access the restricted areas located within "movement" areas of the airport.
- O. Preparation of one (1) bid package for bidding.
- P. Any services not specifically identified in this scope of work are not anticipated and excluded.
- Q. Building Scan:
  - 1. C&S has unobstructed access to the facility or will be provided an escort who has access to all rooms.
  - 2. C&S is not delayed or prevented from performing work due to other activities in the facility.
  - 3. For external scanning, Client is responsible for obtaining any required permission for use of a scanner, e.g., in vicinity of an airport.
  - 4. Survey services included geo-referencing and topographical information will not be provided.
  - 5. Scans are not geo-referenced or on any state plane. C&S will best fit the model to existing features on the existing cad file or set a project relative coordinate system.
- R. Replacement of existing head-end equipment for camera surveillance, door access and control, baggage information displays, etc. is not required.
- S. Low voltage work is confined to the current project area other than cabling transit to existing telecommunications and security rooms.
- T. Subsurface utility location is not included in this proposal.
- U. Geotechnical Services are not included in this proposal.
- V. Construction Administration Services are not included in this proposal and will be submitted under a separate proposal during Bidding and Negotiation.

Thank you for allowing us to support ACAA on this project. We look forward to working together to make the project a success for the Airport and all project stakeholders. Please let us know if you need any additional information or clarifications to this proposal.

Sincerely,



Christine H. Norton  
CEO





**\*\*\*SENT VIA EMAIL ONLY\*\*\***

February 1, 2023 **REVISED March 22, 2023.**

Chris Norton, CEO  
VTC  
3751 New York Avenue, Suite 140  
Arlington, Texas 76014

Re: New Checked Baggage Inspection System  
Albany International Airport  
Albany County Airport Authority

Dear Chris,

C&S Engineers, Inc. ("Architect/Engineer/Consultant/C&S") is pleased to submit this proposal to render building architecture and engineering sub-consulting services to VTC ("Client") in connection with the design of a centralized in-line Checked Baggage Inspection System (CBIS) system, baggage makeup area and associated facilities to house the system that will replace the individual mini-inline screening systems located within the current Airline baggage makeup spaces. (hereinafter called the "Project"). Our Basic Services will consist of providing architectural and the following building related engineering services: fire suppression, plumbing, HVAC, fire alarm, telecommunications, security, and electrical.

## **SCOPE OF WORK**

### **Project Description:**

The design scope anticipates a three-machine checked baggage inspection system using medium speed machines that is compliant with TSA Planning Guidelines and Design Standards (PGDS) Version 8.

Design Services involve five (5) design phases including Pre-Design, Schematic Design, 30% Design, 70% Design, and 100% Design, plus Bidding and Negotiation, per PGDS version 8 requirements.

Services to be provided by the CONSULTANT shall include the following items ("Basic Services"):

### **PRE-DESIGN PHASE**

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
2. Provide to the CLIENT monthly project status reports.
3. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the review processes.
4. Attend project kick-off meeting and site verification walkthrough
5. Attend virtual coordination and review meetings with design team, Airport, stakeholders, and/or TSA as needed (assume six meetings).
6. Building Design and Documentation:
  - a. Gather and review existing building documentation provided by ACAA
  - b. Perform a Code review based on the New York State governing family of Codes.
  - c. Perform a 3D scan of the existing spaces impacted
7. Support alternative development for Preferred Alternative Analysis Report (PAAR)
  - a. Develop architectural floor plan for three alternatives
  - b. Develop narratives of building related modifications to support alternatives:
    - i. Define architectural modifications required for alternatives
    - ii. Define approximate equipment sizes and capacities for modifications to heating, ventilation, and cooling systems.
    - iii. Establish approximate sizes of major electrical components and overall project loads
    - iv. Define plumbing related modifications, if any
    - v. Define fire protection and fire alarm system modifications
    - vi. Define telecommunication and security system modifications
8. Provide an opinion of probable construction cost and Basis of Estimate document to reflect the alternatives
9. Perform internal quality control review on all design documents.
10. Schedule and conduct a design review meeting to discuss and resolve comments.
11. Review and develop written responses to all comments received.

## **SCHEMATIC DESIGN PHASE**

The specific items of work shall include:

1. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
2. Provide to the CLIENT monthly project status reports.
3. Attend virtual Project Meetings as needed (assume four) and on-site meetings (assume two).
4. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the review processes.
5. Prepare preliminary contract drawings (approx. 15% complete) providing sufficient detail for review of design concept for preferred alternative.
6. Develop Basis of Design Support.
7. Perform internal quality control review on all design documents.
8. Refine Opinion of Probable Construction Costs
9. Review and develop written responses to all comments received.

## **30% DESIGN PHASE**

The specific items of work shall include:

1. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
2. Provide to the CLIENT monthly project status reports.
3. Attend virtual Project Meetings as needed (assume 10) and on-site meetings (assume four).
4. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the review processes.
5. Prepare preliminary contract drawings (approx. 30% complete) providing sufficient detail for review of design concept for preferred alternative.
  - a. Architectural

- i. Progress building floor plans, building sections and elevations with general dimensions and wall construction information.
  - ii. Develop Code Compliance drawing to include: accessibility provisions, construction classification, Life Safety Plan, required fire ratings, etc.
  - iii. Perform basic structural analysis of existing building structure to ensure required support of BHS equipment.
  - iv. Coordinate critical clearance requirements with BHS and MEP systems that impact demolition of interior building elements.
  - v. Define typical construction details.
  - vi. Develop door schedules
  - vii. Develop preliminary phasing plans
- b. Plumbing
- i. Review plumbing-specific requirements and modifications to floor drains and roof drainage piping within CBIS and make-up area, including condensate drains for BHS.
  - ii. Review potential impacts to renovations in ticket office spaces impacted by new BHS layout (toilet rooms, breakrooms, etc.).
- c. Mechanical
- i. Perform load calculations and outdoor air ventilation calculations for proposed layout
  - ii. Develop preliminary sizes for HVAC equipment based on load calculations
  - iii. Provide preliminary selections for necessary HVAC equipment.
  - iv. Incorporate preliminary selections, locations, and schedules for the above equipment into drawings
  - v. Coordinate openings, clearances, and/or chase requirements. Roof openings shall be avoided unless absolutely necessary.
- d. Fire Protection and Fire Alarm
- i. Design necessary modifications to the fire suppression and fire alarm systems based on new BHS layout and demolition.
  - ii. Coordinate equipment layout and locations.
- e. Electrical
- i. Determine electrical load and voltage requirements for new equipment (i.e. 208/120V, Single-phase/Three-Phase or 480/277V, Three-phase).

- ii. Design major equipment components (panel boards, transformers, lighting, and appliance panels) within the electrical spaces with adherence to the National Electrical Code minimum requirements for clearances.
  - iii. Determine preliminary panel board sizes.
  - iv. For interior lighting, the team will select preliminary luminaires and perform preliminary photometric calculations.
- f. Communications and Security
- i. Review communication/security-specific requirements.
  - ii. Review impacts to access control and video surveillance systems
  - iii. Establish approximate sizes of major communications components.
  - iv. Identify clearances and chases required.
6. Develop an outline of technical specifications
  7. Perform internal quality control review on all design documents.
  8. Refine Opinion of Probable Construction Costs and BOE document.
  9. Review and develop written responses to all comments received.

## **70% DESIGN PHASE**

The 70% design phase is intended to further refine and describe the size and character of the project including architectural, structural, mechanical, and electrical system. Specific items of work shall include:

1. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
2. Provide to the CLIENT monthly project status reports.
3. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the review processes.
4. Attend virtual Project Meetings as needed (assume 10) and on-site meetings (assume four). Attend meeting with AHJ to review project scope and respond to comments.
5. Prepare 70% Design Drawings incorporating pertinent design aspects of the project and surrounding site.
  - a. Architectural
    - i. Further develop building floor plans, building sections and elevations with

general dimensions to provide scale and proportions.

- ii. Define typical construction details.
  - iii. Define wall-types to define required fire and/or acoustical ratings.
  - iv. Coordinate critical clearance, penetration, and opening requirements through existing wall assemblies of BHS and MEP systems.
  - v. Update Building Code Compliance Plan and refine Code Review based on any floor plan modifications since previous phase.
  - vi. Define door schedules.
  - vii. Develop preliminary phasing plans
- b. Plumbing
- i. Develop modifications to drainage systems within CBIS and make-up area, including condensate drains for BHS.
  - ii. Develop renovations to impacted plumbing in ATO spaces.
- c. Mechanical
- i. Finalize sizes for HVAC equipment based on load calculations.
  - ii. Coordinate with vendors and finalize unit selections for HVAC equipment.
  - iii. Ductwork and mechanical pipe routing will be developed to provide necessary cooling/heating.
  - iv. Coordinate with Architectural for ceiling and floor plan layout.
  - v. Develop project specific details.
  - vi. Provide updated mechanical schedules based on equipment selections.
  - vii. Finalize electrical loads for equipment and coordinate with Electrical.
  - viii. Develop preliminary energy calculations.
- d. Fire Protection and Fire Alarm
- i. Develop sprinkler coverage area and layout.
  - ii. Develop sprinkler pipe routing.
  - iii. Develop fire alarm and notification device layout.
  - iv. Develop fire alarm sequence of operations matrix.
  - v. Coordinate interfaces with mechanical and electrical systems.
- e. Electrical



- i. Finalize electrical load requirements.
  - ii. A one-line diagram will be developed with appropriate panel board sizes and feeder sizes with taking into account any voltage drop.
  - iii. Branch circuits (equipment, receptacles, and lighting) will be designed.
  - iv. Panel schedules will be created.
  - v. Power distribution will be provided for BHS and all mechanical equipment for heating, cooling and ventilation, and for all communications and security.
  - vi. Further develop lighting plan.
- f. Communications and Security
- i. Further develop security system modifications based on previous coordination with BHS and any comments from previous submission.
  - ii. Further develop communication system modifications based on previous coordination with BHS and any comments from previous submission.
  - iii. Develop routing of main above ceiling pathways.
  - iv. Coordinate with BHS for connection routing and requirements.
  - v. Finalize sizes of major communications components.
6. Develop preliminary technical specifications for each trade.
  7. Update preliminary opinion of probable construction costs for each major element of the Project and update Basis of Estimate document.
  8. Update Basis of Design narrative.
  9. Perform internal quality control review on all design documents.
  10. Review and develop written responses to all comments received.

## 100% DESIGN PHASE

The work included under this Phase shall generally consist of all work required to furnish VTC with a complete set of contract documents including Final Plans, Specifications, and probable construction costs. Specifically, this work will include revising the 70% submittal information to comply with comments and then completion of the final design. Plans and Specifications, suitable for lump sum bidding and permit submission, will be completed. Specific items of work include:

1. Perform project management duties such as project planning, invoice preparation,

- schedule coordination and coordination of design team.
2. Provide to the CLIENT monthly project status reports.
  3. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the review processes.
  4. Attend virtual Project Meetings as needed (assume 10) and on-site meetings (assume four).
  5. Prepare 90% Contract Drawings and Specifications incorporating all design aspects of the project to clearly describe the construction requirements for bidding and execution. This work will include dimensioning and delineation of plans, sections, elevations, and details, as well as schedules to define the work.
    - a. Finalize three-dimensional (BIM) modeling of the Facility.
    - b. Perform internal constructability review.
    - c. Design Team shall coordinate between design discipline leads, other design team members, and airport for phasing to incorporate into drawings.
    - d. Architectural
      - i. Update building floor plans, building sections, and elevations.
      - ii. Update construction details.
      - iii. Update wall-types and required fire and/or acoustical ratings.
      - iv. Coordinate critical clearance, penetration, and opening requirements through existing wall assemblies of BHS and MEP systems.
      - v. Update Code Compliance Plan and Code Review based on any floor plan modifications since previous phase.
      - vi. Update door schedule.
      - vii. Update Phasing Plans
    - e. Plumbing
      - i. Finalize modifications to drainage systems within CBIS and make-up area, including condensate drains for BHS.
      - ii. Finalize renovations to plumbing facilities in ATO spaces.
    - f. Mechanical
      - i. Finalize HVAC equipment and capacities based on final layout.
      - ii. Finalize equipment layout in ceiling cavity and on exterior of facility as

necessary.

- iii. Finalize ductwork routing and sizes.
  - iv. Finalize mechanical pipe routing and sizes.
  - v. Finalize diffuser and return locations coordinated with ceiling plan and wall layout.
  - vi. Finalize project specific details.
  - vii. Finalize mechanical schedules based on equipment selections.
  - viii. Finalize energy calculations to be submitted with final design documents.
- g. Fire Protection and Fire Alarm
- i. Finalize equipment layout, sizes, and locations.
  - ii. Finalize hydraulic calculations.
  - iii. Finalize technical specifications.
  - iv. Finalize drawings and details.
- h. Electrical
- i. Finalize coordination with other disciplines for electrical power requirements for BHS equipment.
  - ii. Finalize electrical requirements.
  - iii. Finalize interior lighting layout and fixtures with ceiling and wall types.
  - iv. Finalize switch/controls requirements for each space throughout facility.
  - v. Finalize branch circuits (equipment, receptacles, and lighting).
  - vi. Finalize Panel schedules.
- i. Communications and Security
- i. Finalize coordination with IT department.
  - ii. Finalize sizes of major communications components.
  - iii. Finalize security system design.
  - iv. Finalize communication system design.
6. Finalize technical specifications manual for bid package.
7. Finalize opinion of probable construction costs for each major element of the Project.
8. Finalize Basis of Design narrative
9. Perform internal quality control review on all design documents.

10. Review and develop written responses to all comments received.
11. Provide drawings for submission to AHJ as required for permitting.
12. Update comments and finalize documents.

## **BIDDING AND NEGOTIATION**

The bid phase is that time frame between completion of the design process and beginning of actual construction when the ACAA publicly advertises and receives bids, awards contracts to the lowest responsible bidder and executes a construction contract to perform the work with the successful contractors. The CONSULTANT shall assist VTC during this phase as required. Specifically, the work shall consist of:

1. Attend Pre-Bid Meeting and walkthrough.
2. Receive and respond as required to questions from potential bidders regarding the contract documents.
3. Assist VTC and ACAA in bid reviews and FAC MOD OTA Application.
4. Prepare Conformed set of Construction Drawings and Technical Specifications.

## **SCHEDULE**

### **ANTICIPATED SCHEDULE & DELIVERABLES**

C&S will approach the project based on the schedule provided by VTC on March 2, 2023.

## **FEES**

**Professional Fees:** In exchange for performance of our services, you agree to pay us for Basic Services, lump sum, Professional Fees in the amount of \$606,277 and reimbursable expenses in the amount of \$10,500.

**CONSTRUCTION ADMINISTRATION PHASE - NOT CURRENTLY INCLUDED IN THIS PROPOSAL.**

## **ASSUMPTIONS AND EXCLUSIONS**

The conditions and considerations in developing the scope and fee for the project described above include:

1. It is assumed all field investigation, surveying, scanning, etc. will be complete by commencement of the Schematic Design stage for use in the design process.

2. The BIM design process and use of Revit are assumed for design team coordination purposes. It is assumed ACAA is not expecting modeling beyond what is necessary for coordination and to produce construction documents.
3. The proposed fee assumes the Project in its entirety will be designed and submitted in one package. Multiple packages are not included.
4. Redesign efforts due to major changes in design, after 30% Design Phase, from previous submissions is excluded and will be considered an additional service.
5. C&S will provide a design with sustainable considerations in mind and as available to the project. However, it is assumed any type of green certification is not a facility requirement and not a part of this project.
6. It is assumed there is no structural modification to the existing building or building addition / expansion of footprint.
7. It is assumed that adequate utilities existing to serve the space, including electrical supply, and no upgrades are required. Based on past experience it is also assumed that existing electrical supply is adequate and meets the EDS power requirements.
8. Excludes hazardous building materials sampling or abatement design.
9. Access to the site for inspection/survey can only be performed during day hours and will be coordinated by the CLIENT. CLIENT will coordinate the necessary escort for the CONSULTANT and subcontractors to access the restricted areas located within "movement" areas of the airport.
10. Preparation of one (1) bid package for bidding.
11. Any services not specifically identified in this scope of work are not anticipated and excluded.
12. Building Scan:
  - a. C&S has unobstructed access to the facility or will be provided an escort who has access to all rooms.
  - b. C&S is not delayed or prevented from performing work due to other activities in the facility.
  - c. For external scanning, Client is responsible for obtaining any required permission for use of a scanner, e.g. in vicinity of an airport.
  - d. Survey services included geo-referencing and topographical information will not be provided.

- e. Scans are not geo-referenced or on any state plane. C&S will best fit the model to existing features on the existing cad file or set a project relative coordinate system.

## TERMS AND CONDITIONS

The Terms and Conditions governing the performance and payment of our services proposed herein, including respective responsibilities and other pertinent matters, are set forth in Exhibit "A", "Terms and Conditions (Design Phase), attached hereto.

If this letter proposal, together with its Exhibit "A"- governing Terms and Conditions, description of services to be rendered, and fee schedule, meets with your approval, kindly acknowledge the same on the line indicated below and return to the undersigned. This letter proposal will become an agreement upon your acceptance, as acknowledged below. Your acceptance will constitute authorization to C&S to proceed with performing the Basic Services.

This letter proposal, together with attached Exhibit A, constitutes the entire agreement between us with respect to its subject matter and supersedes all prior and contemporaneous written or oral understandings with respect to that subject matter. This proposal may be amended, supplemented, modified, or canceled only by a written instrument signed by both parties.

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

Very truly yours,

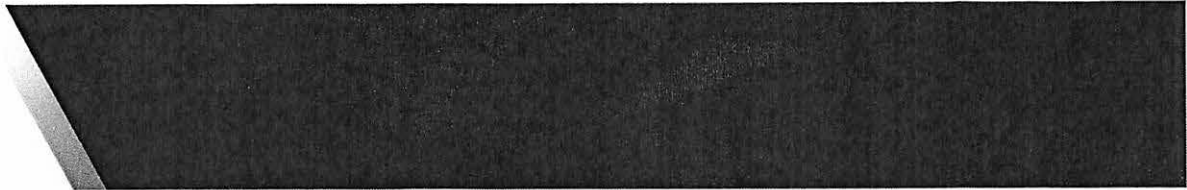
C&S ENGINEERS, INC.

Michael W. LaMontagne, AIA  
Senior Principal Architect

Accepted this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

By: \_\_\_\_\_  
Authorized Representative

*\*C&S Architects, Engineers, & Landscape Architect, PLLC is our primary architectural practice; however, C&S*



*...remains to be seen...*



## EXHIBIT "A" – TERMS & CONDITIONS



**AGENDA ITEM NO. 10.8**

**State Environmental Quality Review (SEQR)**

**Authorization to Accept the Draft SEQR  
Environmental Assessment Form (EAF) and Adopt a  
SEQR Negative Declaration for Runway 01 Service  
Road Construction**

AGENDA ITEM NO: 10.8  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

TABLED  
ACAA  
07/10/2023

**DEPARTMENT:** *Planning and Environmental*

Contact Person: *Connor Haskin, ENV SP, Chief Airport Planner*

**PURPOSE OF REQUEST:**

**State Environmental Quality Review (SEQR)**

*Authorization to Accept the Draft SEQR Environmental Assessment Form (EAF)  
and Adopt a SEQR Negative Declaration for Runway 01 Service Road Construction*

**CONTRACT AMOUNT:** *Not Applicable*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes J No \_\_\_ NA  
Funding Account No.: 40-2002

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

Federal 90% State 5% Airport : 5%  
Term of Funding: 2024  
Grant No.: TBD; STATE PIN: TBD;

**JUSTIFICATION:**

*Pursuant to provisions of the New York State Environmental Quality Review Act, authorization is requested to accept the SEQR Environmental Assessment Form and adopt a SEQR Negative Declaration for the proposed Runway 01 Service Road and associated fence relocation project. The proposed action is defined as a SEQR "Type 1" and required the preparation of an Environmental Assessment. The Full Environmental Assessment is attached with a project site location map. Proposed funding has been identified with a combination of Federal, State, and Airport funds for the associated project. The proposed service road will allow access between the southeast and the southwest portions of the airfield, without leaving the secured area. This will enable enhanced security patrols and reduced operations travel time along the southern perimeter of the airfield. The proposed project impacts portions of existing wetlands located on the southern portion of the property. Necessary coordination with the Federal Aviation Administration, US Army Corps of Engineers (USACE), and NYS Department of Environmental Conservation (NYSDEC) has been undertaken. Wetland remediation and mitigation permits have been submitted and are pending issuance, dependent on the SEQR Negative Declaration. Compensatory remediation is proposed within the NYS Mohawk Valley Heritage Corridor, in cooperation with USACE and NYSDEC.*

AGENDA ITEM NO: 10.8  
MEETING DATE: July 10, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

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

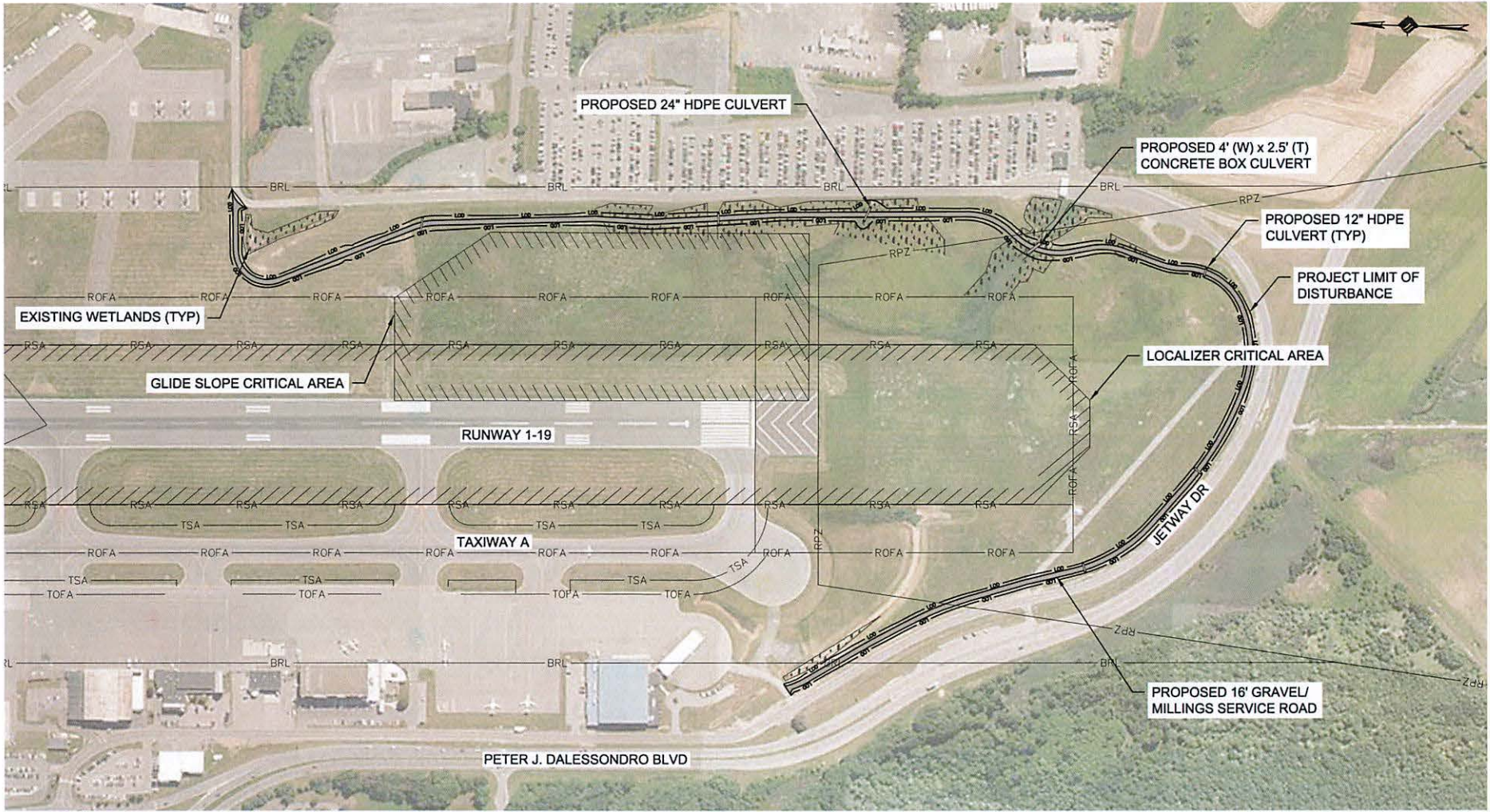
**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**


*Recommend approval.*

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

**BACK-UP MATERIAL:**

*Please refer to the attached Site Plan, and complete NYS SEQR Environmental Assessment.*




**McFarland Johnson**  
 90 EAST MAIN  
 SARATOGA SPRINGS, NEW YORK 12866

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECT DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

<b>ALBANY INTERNATIONAL AIRPORT</b> <b>COUNTY OF ALBANY, STATE OF NEW YORK</b>  <b>SOUTH SIDE SERVICE ROAD</b> <b>PROJECT OVERVIEW</b>	SCALE: 1" = 300'
	DRAWN: BRF
	CHECKED: TCB
	DESIGN: OMH
	PROJECT: 18745.04
	DATE: MARCH 2023



December xx, 2022

To: Involved and Interested Agencies (via email)

**RE: Request for Lead Agency Status  
Albany International Airport  
Runway 1 Airport Service Road & Runway 28 Perimeter Fence  
Town of Colonie, Albany County, NY  
CHA Project No.: 077565**

The Albany County Airport Authority is requesting Lead Agency Status for the proposed Runway 1 Airport Service Road and Runway 28 Perimeter Fence projects. The projects are located at the Albany International Airport, 737 Albany Shaker Road, Town of Colonie, New York.

The Runway 1 work entails the installation of approximately 5,700 linear feet of 12 feet wide asphalt paved perimeter road with 2-foot paved shoulders on either side and will include additional grading and the placement of a culvert. The road will be constructed inside the security fence on the southern end and eastern side of Primary Runway 01-19 to enhance airfield security. The Runway 28 work entails the relocation of approximately 1,500 feet of existing perimeter fence.

Enclosed you will find Part 1 of the Full Environmental Assessment Form, project location maps and concept plans. In accordance with the State Environmental Quality Review Act, the Involved Agencies have up to thirty days to respond to this request. If you have any questions, please contact me at 518-453-8211 or at [nfrazer@chacompanies.com](mailto:nfrazer@chacompanies.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole E. Frazer'.

Nicole E. Frazer  
Principal Scientist

CC: Mark Heckroth-CHA  
Steve Iachetta- ACAA

\\cha-llp.com\proj\Projects\ANY\K6\077565.000\08\_Reports\SEQR\Cover letter.doc

111 Winners Circle, PO Box 5269, Albany, NY 12205-0269

T 518.453.4500 • F 518.458.1735 • [www.chacompanies.com](http://www.chacompanies.com)

## **Involved Agencies**

Albany County Airport Authority  
Philip F. Calderone, Esq., Chief Executive Officer  
Albany International Airport  
Main Terminal Suite 300  
737 Albany Shaker Road  
Albany, NY 12211-1057  
pcalderone@albanyairport.com

New York State Department of Environmental Conservation-Region 4  
Kate Kornak, Regional Permit Administrator  
1130 North Westcott Rd  
Schenectady, NY 12306-2014  
dep.r4@dec.ny.gov

## **Interested Agencies**

Division for Historic Preservation  
Historic Preservation Field Service Bureau  
New York State Office of Parks, Recreation and Historic Preservation  
Mr. Daniel McEneny, Director  
Peebles Island, P.O. Box 189  
Waterford, New York 12188-0189  
Daniel.McEneny@parks.ny.gov

Town of Colonie  
Peter Crummey, Supervisor  
Memorial Town Hall  
534 New Loudon Road  
Latham, NY 12110  
Colonietownsupervisor@colonie.org

US Army Corps of Engineers  
New York District  
Upstate Regulatory Field Office  
ATTN: CENAN-OP-RU, Bldg. 10, 3<sup>rd</sup> Floor North  
1 Buffington Street  
Watervliet, NY 12189-4000  
cenan.rfo@usace.army.mil

**Federal Aviation Administration  
New York Airports District Office (NYADO)  
Madelyn Sheehan  
Environmental Protection Specialist  
159-30 Rockaway Blvd., Rm 111  
Jamaica, NY 11434  
madelyn.t.sheehan@faa.gov**

**Full Environmental Assessment Form  
Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Applicant/Sponsor Information.**

Name of Action or Project: Runway 1 Airport Service Road & Runway 28 Perimeter Fence		
Project Location (describe, and attach a general location map): Albany International Airport- Runway 1 & 28. See attached maps.		
Brief Description of Proposed Action (include purpose or need): The Runway 1 work entails the installation of approximately 5,700 linear feet of 12 feet wide asphalt paved perimeter road with 2-foot paved shoulders on either side and will include additional grading and the placement of a culvert. The road will be constructed inside the security fence on the southern end and eastern side of Primary Runway 01-19 to enhance airfield security. Currently, operations and security personnel must exit the secure side of the fence and utilize public roadways to get around the Runway 1 end and re-enter the security fence just south of the NY Air National Guard Complex. The proposed road would allow airport personnel to remain within the security fence.  The Runway 28 work entails the relocation of approximately 1,500 feet of existing perimeter fence. Currently, the existing fence between the existing on-airport perimeter road and Wade Rd. is blocked by a large group of trees and forested wetland and cannot be seen during routine airport security inspections by airport operations and security. The fence relocation will allow operations to monitor the airport operations area fence with a clear line of sight. Refer to the attached concept plans for further details.		
Name of Applicant/Sponsor: Albany County Airport Authority-Philip F. Calderone, Esq., Chief Executive Officer		Telephone: 518-242-2222 E-Mail: pcalderone@albanyairport.com
Address: Albany International Airport, Main Terminal Suite 300, 737 Albany Shaker Road		
City/PO: Albany	State: NY	Zip Code: 12211-1057
Project Contact (if not same as sponsor; give name and title/role):		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone: E-Mail:
Address:		
City/PO:	State:	Zip Code:



**B. Government Approvals**

<b>B. Government Approvals, Funding, or Sponsorship.</b> (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)		
<b>Government Entity</b>	<b>If Yes: Identify Agency and Approval(s) Required</b>	<b>Application Date (Actual or projected)</b>
a. City Counsel, Town Board, <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No or Village Board of Trustees		
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Albany County Airport Authority -Approval	Winter 2023
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NYSDEC- Article 24, WQC, SWPPP	Winter 2023
h. Federal agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	USACE- Section 404, FAA-Approval	Winter 2023
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**C. Planning and Zoning**

<b>C.1. Planning and zoning actions.</b>	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• If Yes, complete sections C, F and G.</li> <li>• If No, proceed to question C.2 and complete all remaining sections and questions in Part 1</li> </ul>	
<b>C.2. Adopted land use plans.</b>	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, identify the plan(s): Remediation Sites:401081, NYS Heritage Areas:Mohawk Valley Heritage Corridor	
_____	
_____	
_____	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, identify the plan(s):	
_____	
_____	
_____	

**C.3. Zoning**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance.  Yes  No  
 If Yes, what is the zoning classification(s) including any applicable overlay district?  
 Airport Business Area (ABA), Airport Noise Overlay \_\_\_\_\_

b. Is the use permitted or allowed by a special or conditional use permit?  Yes  No

c. Is a zoning change requested as part of the proposed action?  Yes  No  
 If Yes,  
 i. What is the proposed new zoning for the site? \_\_\_\_\_

**C.4. Existing community services.**

a. In what school district is the project site located? South Colonie Central School District

b. What police or other public protection forces serve the project site?  
Albany County Sheriff and Colonie Police Department

c. Which fire protection and emergency medical services serve the project site?  
Airport Rescue and Fire Fighting Department and Colonie EMS

d. What parks serve the project site?  
The Crossings of Colonie

**D. Project Details**

**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Perimeter road construction and fence relocation at an existing airport.

b. a. Total acreage of the site of the proposed action? \_\_\_\_\_ 41 acres  
 b. Total acreage to be physically disturbed? \_\_\_\_\_ 7.8 acres  
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? \_\_\_\_\_ ~1,200 acres

c. Is the proposed action an expansion of an existing project or use?  Yes  No  
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: \_\_\_\_\_

d. Is the proposed action a subdivision, or does it include a subdivision?  Yes  No  
 If Yes,  
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) \_\_\_\_\_  
 ii. Is a cluster/conservation layout proposed?  Yes  No  
 iii. Number of lots proposed? \_\_\_\_\_  
 iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will the proposed action be constructed in multiple phases?  Yes  No  
 i. If No, anticipated period of construction: \_\_\_\_\_ 4 months  
 ii. If Yes:  
 • Total number of phases anticipated \_\_\_\_\_  
 • Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year  
 • Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year  
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,  
 i. Total number of structures \_\_\_\_\_  
 ii. Dimensions (in feet) of largest proposed structure: \_\_\_\_\_ height; \_\_\_\_\_ width; and \_\_\_\_\_ length  
 iii. Approximate extent of building space to be heated or cooled: \_\_\_\_\_ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,  
 i. Purpose of the impoundment: \_\_\_\_\_  
 ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_  
 iii. If other than water, identify the type of impounded/contained liquids and their source. \_\_\_\_\_  
 iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres  
 v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length  
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): \_\_\_\_\_

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  
 If Yes:  
 i. What is the purpose of the excavation or dredging? \_\_\_\_\_  
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?  
 • Volume (specify tons or cubic yards): \_\_\_\_\_  
 • Over what duration of time? \_\_\_\_\_  
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. \_\_\_\_\_  
 \_\_\_\_\_  
 iv. Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_  
 \_\_\_\_\_  
 v. What is the total area to be dredged or excavated? \_\_\_\_\_ acres  
 vi. What is the maximum area to be worked at any one time? \_\_\_\_\_ acres  
 vii. What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet  
 viii. Will the excavation require blasting?  Yes  No  
 ix. Summarize site reclamation goals and plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:  
 i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): NYSDEC FWW N-3 and adjacent area will be impacted by the fence relocation and federally regulated wetlands will be impacted by the road installation.

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:  
Approximately 0.001 acre of wetland fill is anticipated for the fence installation in NYSDEC FWW N-3. The proposed road would impact approximately 1.19 acres of federally regulated wetland and would cross one Tributary of Shakers Creek.

iii. Will the proposed action cause or result in disturbance to bottom sediments?  Yes  No  
 If Yes, describe: \_\_\_\_\_

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation?  Yes  No  
 If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

v. Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

c. Will the proposed action use, or create a new demand for water?  Yes  No

If Yes:

i. Total anticipated water usage/demand per day: \_\_\_\_\_ gallons/day

ii. Will the proposed action obtain water from an existing public water supply?  Yes  No

If Yes:

- Name of district or service area: \_\_\_\_\_
- Does the existing public water supply have capacity to serve the proposal?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No
- Do existing lines serve the project site?  Yes  No

iii. Will line extension within an existing district be necessary to supply the project?  Yes  No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

iv. Is a new water supply district or service area proposed to be formed to serve the project site?  Yes  No

If, Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

v. If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: \_\_\_\_\_ gallons/minute.

d. Will the proposed action generate liquid wastes?  Yes  No

If Yes:

i. Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

iii. Will the proposed action use any existing public wastewater treatment facilities?  Yes  No

If Yes:

- Name of wastewater treatment plant to be used: \_\_\_\_\_
- Name of district: \_\_\_\_\_
- Does the existing wastewater treatment plant have capacity to serve the project?  Yes  No
- Is the project site in the existing district?  Yes  No
- Is expansion of the district needed?  Yes  No

• Do existing sewer lines serve the project site?  Yes  No  
 • Will a line extension within an existing district be necessary to serve the project?  Yes  No  
 If Yes:  
 • Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:  
 • Applicant/sponsor for new district: \_\_\_\_\_  
 • Date application submitted or anticipated: \_\_\_\_\_  
 • What is the receiving water for the wastewater discharge? \_\_\_\_\_  
 v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:  
 i. How much impervious surface will the project create in relation to total size of project parcel?  
 \_\_\_\_\_ Square feet or 2.09 acres (impervious surface)  
 \_\_\_\_\_ Square feet or 1.200 acres (parcel size)  
 ii. Describe types of new point sources. No new point source discharges are either proposed or anticipated from the perimeter road construction.  
 \_\_\_\_\_  
 iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
on site surface water  
 \_\_\_\_\_  
 • If to surface waters, identify receiving water bodies or wetlands: \_\_\_\_\_  
Tributary of Shakers Creek  
 \_\_\_\_\_  
 • Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:  
 i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)  
 \_\_\_\_\_  
 ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)  
 \_\_\_\_\_  
 iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)  
 \_\_\_\_\_

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:  
 i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No  
 ii. In addition to emissions as calculated in the application, the project will generate:  
 • \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)  
 • \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)  
 • \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)  
 • \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)  
 • \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)  
 • \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No

If Yes:

i. Estimate methane generation in tons/year (metric): \_\_\_\_\_

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

---

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

---

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No

If Yes:

i. When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): \_\_\_\_\_

---

iii. Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_

iv. Does the proposed action include any shared use parking?  Yes  No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

---

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site?  Yes  No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

---

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_

---

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_

---

iii. Will the proposed action require a new, or an upgrade, to an existing substation?  Yes  No

---

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____ 7am -5pm _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____ Periodic patrols 24/7 _____</li> <li>• Saturday: _____ Periodic patrols 24/7 _____</li> <li>• Sunday: _____ Periodic patrols 24/7 _____</li> <li>• Holidays: _____ Periodic patrols 24/7 _____</li> </ul>
---	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No

If yes:  
i. Provide details including sources, time of day and duration:  
Temporary construction noise, Monday thru Friday, 7am - 5pm.

---

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
Describe: \_\_\_\_\_

---

n. Will the proposed action have outdoor lighting?  Yes  No  
If yes:  
i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
\_\_\_\_\_

---

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
Describe: \_\_\_\_\_

---

o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: \_\_\_\_\_

---

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?  Yes  No  
If Yes:  
i. Product(s) to be stored \_\_\_\_\_  
ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)  
iii. Generally, describe the proposed storage facilities: \_\_\_\_\_

---

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No  
If Yes:  
i. Describe proposed treatment(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

---

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?  Yes  No  
If Yes:  
i. Describe any solid waste(s) to be generated during construction or operation of the facility:  
• Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
• Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:  
• Construction: \_\_\_\_\_  
• Operation: \_\_\_\_\_

---

iii. Proposed disposal methods/facilities for solid waste generated on-site:  
• Construction: \_\_\_\_\_  
• Operation: \_\_\_\_\_

s. Does the proposed action include construction or modification of a solid waste management facility?  Yes  No  
 If Yes:  
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_  
 ii. Anticipated rate of disposal/processing:  
 • \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or  
 • \_\_\_\_\_ Tons/hour, if combustion or thermal treatment  
 iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste?  Yes  No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility?  Yes  No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): Airport & Recreational  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	1.5	3.59	+ 2.09
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)	0.5	0.49	- 0.01
• Wetlands (freshwater or tidal)	3.02	1.83	- 1.19
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: <u>Airfield</u>	35.98	35.09	- 0.89



c. Is the project site presently used by members of the community for public recreation?  Yes  No  
i. If Yes: explain: \_\_\_\_\_

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
If Yes,  
i. Identify Facilities: \_\_\_\_\_

e. Does the project site contain an existing dam?  Yes  No  
If Yes:  
i. Dimensions of the dam and impoundment:  
• Dam height: \_\_\_\_\_ feet  
• Dam length: \_\_\_\_\_ feet  
• Surface area: \_\_\_\_\_ acres  
• Volume impounded: \_\_\_\_\_ gallons OR acre-feet  
ii. Dam's existing hazard classification: \_\_\_\_\_  
iii. Provide date and summarize results of last inspection: \_\_\_\_\_

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
If Yes:  
i. Has the facility been formally closed?  Yes  No  
• If yes, cite sources/documentation: \_\_\_\_\_  
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: \_\_\_\_\_  
iii. Describe any development constraints due to the prior solid waste activities: \_\_\_\_\_

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
If Yes:  
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: \_\_\_\_\_

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
If Yes:  
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  Yes  No  
 Yes – Spills Incidents database Provide DEC ID number(s): 22 spills- details to be provided in Part 3  
 Yes – Environmental Site Remediation database Provide DEC ID number(s): 401081  
 Neither database  
ii. If site has been subject of RCRA corrective activities, describe control measures: \_\_\_\_\_  
n/a  
iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  Yes  No  
If yes, provide DEC ID number(s): 401027, 401038, 401081  
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):  
401027- remediation complete. 401038- site contaminants have been removed. 401081-site information not available. All spill cases have been closed except for 1309947.

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? \_\_\_\_\_ 6.7 feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_ %

c. Predominant soil type(s) present on project site:

Stafford loamy fine sand	_____	40 %
Granby loamy fine sand	_____	20 %
Colonie loamy fine sand	_____	10 %

d. What is the average depth to the water table on the project site? Average: \_\_\_\_\_ 3 feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ 10 % of site  
 Moderately Well Drained: \_\_\_\_\_ 30 % of site  
 Poorly Drained \_\_\_\_\_ 60 % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: \_\_\_\_\_ 100 % of site  
 10-15%: \_\_\_\_\_ % of site  
 15% or greater: \_\_\_\_\_ % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name Tributaries of Shakers Creek Classification N/A
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name Federal Waters, NYS Wetland Approximate Size N-3 - 95.1 acres
- Wetland No. (if regulated by DEC) N-3

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_  
 \_\_\_\_\_

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i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100-year Floodplain?  Yes  No

k. Is the project site in the 500-year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
 i. Name of aquifer: Principal Aquifer, Sole Source Aquifer Names: Schenectady-Niskayuna SSA

m. Identify the predominant wildlife species that occupy or use the project site: \_\_\_\_\_  
 Various birds \_\_\_\_\_  
 northern green frog \_\_\_\_\_  
 eastern garter snake \_\_\_\_\_

n. Does the project site contain a designated significant natural community?  Yes  No  
 If Yes:  
 i. Describe the habitat/community (composition, function, and basis for designation): \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Source(s) of description or evaluation: \_\_\_\_\_  
 iii. Extent of community/habitat:  
 • Currently: \_\_\_\_\_ acres  
 • Following completion of project as proposed: \_\_\_\_\_ acres  
 • Gain or loss (indicate + or -): \_\_\_\_\_ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species?  Yes  No  
 If Yes:  
 i. Species and listing (endangered or threatened): \_\_\_\_\_  
 USFWS listed species include Northern Long-eared Bat- endangered, Karner Blue Butterfly- endangered, and Monarch Butterfly- Candidate.  
 \_\_\_\_\_

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern?  Yes  No  
 If Yes:  
 i. Species and listing: \_\_\_\_\_  
 \_\_\_\_\_

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing?  Yes  No  
 If yes, give a brief description of how the proposed action may affect that use: \_\_\_\_\_  
 \_\_\_\_\_

**E.3. Designated Public Resources On or Near Project Site**

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304?  Yes  No  
 If Yes, provide county plus district name/number: \_\_\_\_\_

b. Are agricultural lands consisting of highly productive soils present?  Yes  No  
 i. If Yes: acreage(s) on project site? \_\_\_\_\_  
 ii. Source(s) of soil rating(s): \_\_\_\_\_

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark?  Yes  No  
 If Yes:  
 i. Nature of the natural landmark:  Biological Community  Geological Feature  
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area?  Yes  No  
 If Yes:  
 i. CEA name: \_\_\_\_\_  
 ii. Basis for designation: \_\_\_\_\_  
 iii. Designating agency and date: \_\_\_\_\_

<p>e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input checked="" type="checkbox"/> Historic Building or District</p> <p>ii. Name: <u>Watervliet Shaker Historic District</u></p> <p>iii. Brief description of attributes on which listing is based: _____</p> <p>Meets National Register criteria and property is considered nationally significant. _____</p>
<p>f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p>
<p>g. Have additional archaeological or historic site(s) or resources been identified on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe possible resource(s): _____</p> <p>ii. Basis for identification: _____</p>
<p>h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <span style="float: right;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Identify resource: <u>Mohawk Towpath Byway</u></p> <p>ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): <u>Scenic Byway</u></p> <p>iii. Distance between project and resource: _____ <u>-2.5 miles.</u></p>
<p>i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <span style="float: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Identify the name of the river and its designation: _____</p> <p>ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>

**F. Additional Information**

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

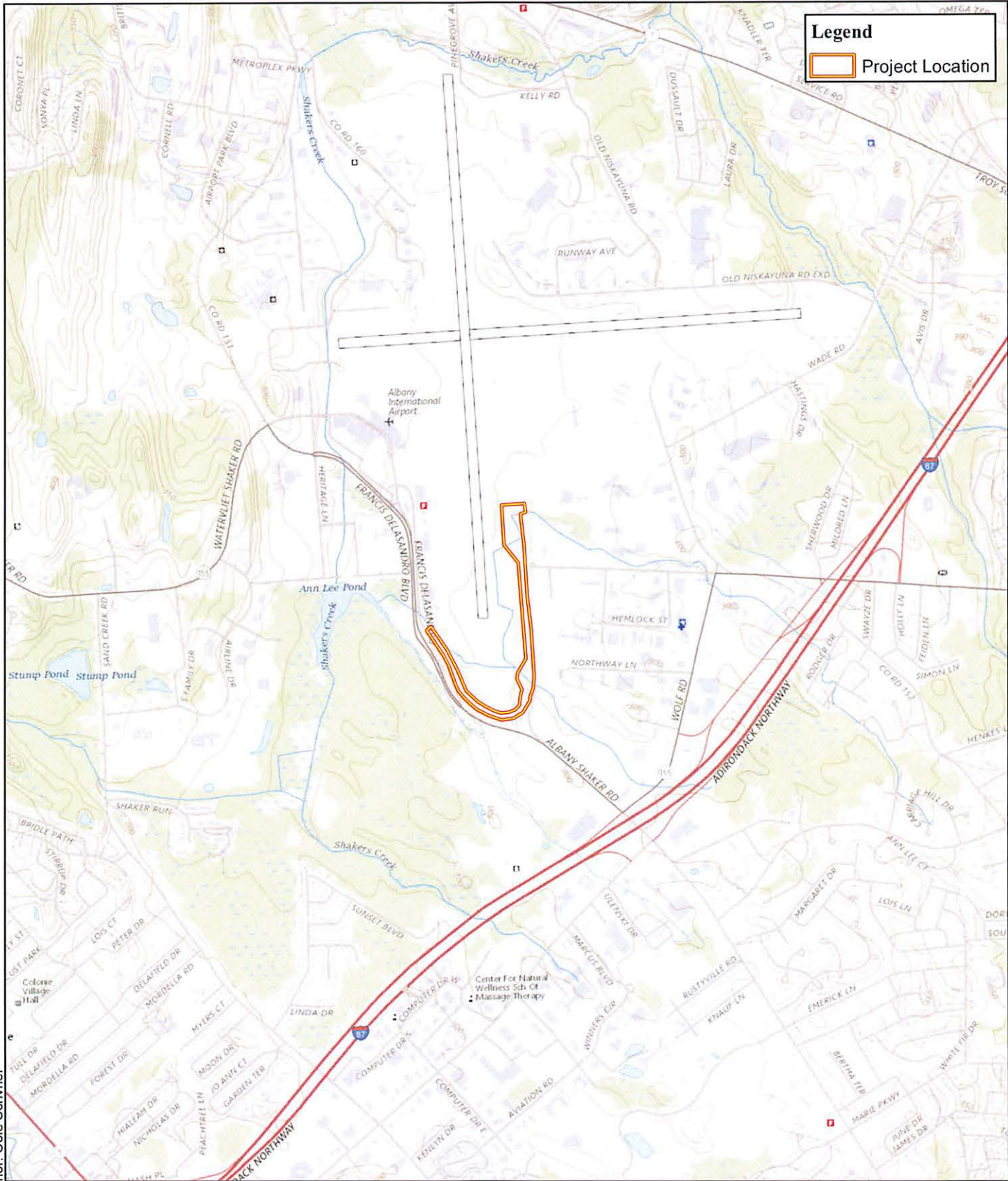
**G. Verification**

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Legend**  
 Project Location



Date Saved: 9/13/2022 • Author: Cole Scribner



Scale 1" = 2000'

CHA Project No.  
077565.000







**USGS Project Location Map**

Albany International Airport Runway 1 End  
Town of Colonie, Albany County, New York

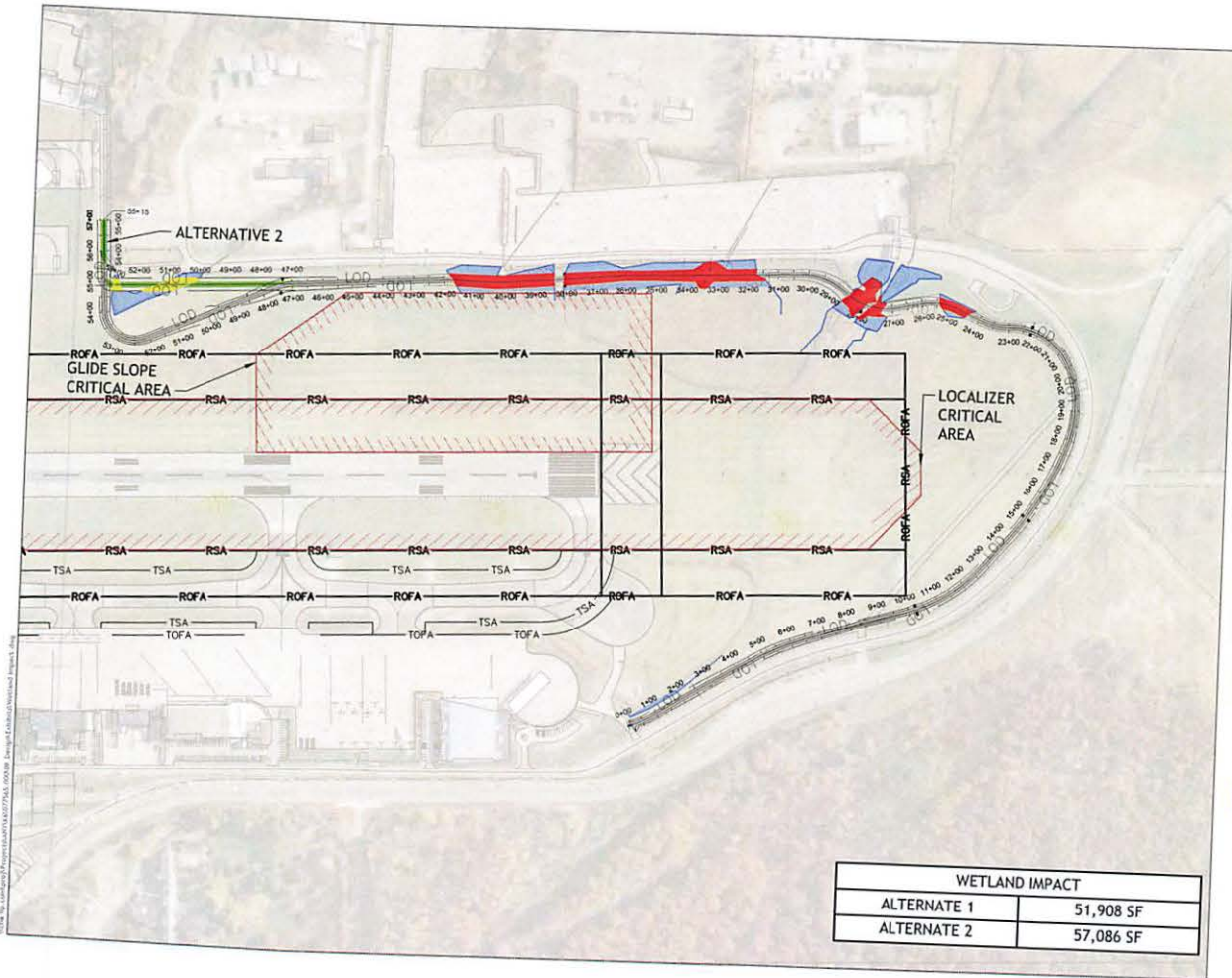
*Service Layer Credits: USGS The National Map:  
National Boundaries Dataset. 7.5-Minute Topographic Map of  
Albany (2019) & Niskayuna (2019) USGS Quadrangles*




**LEGEND**

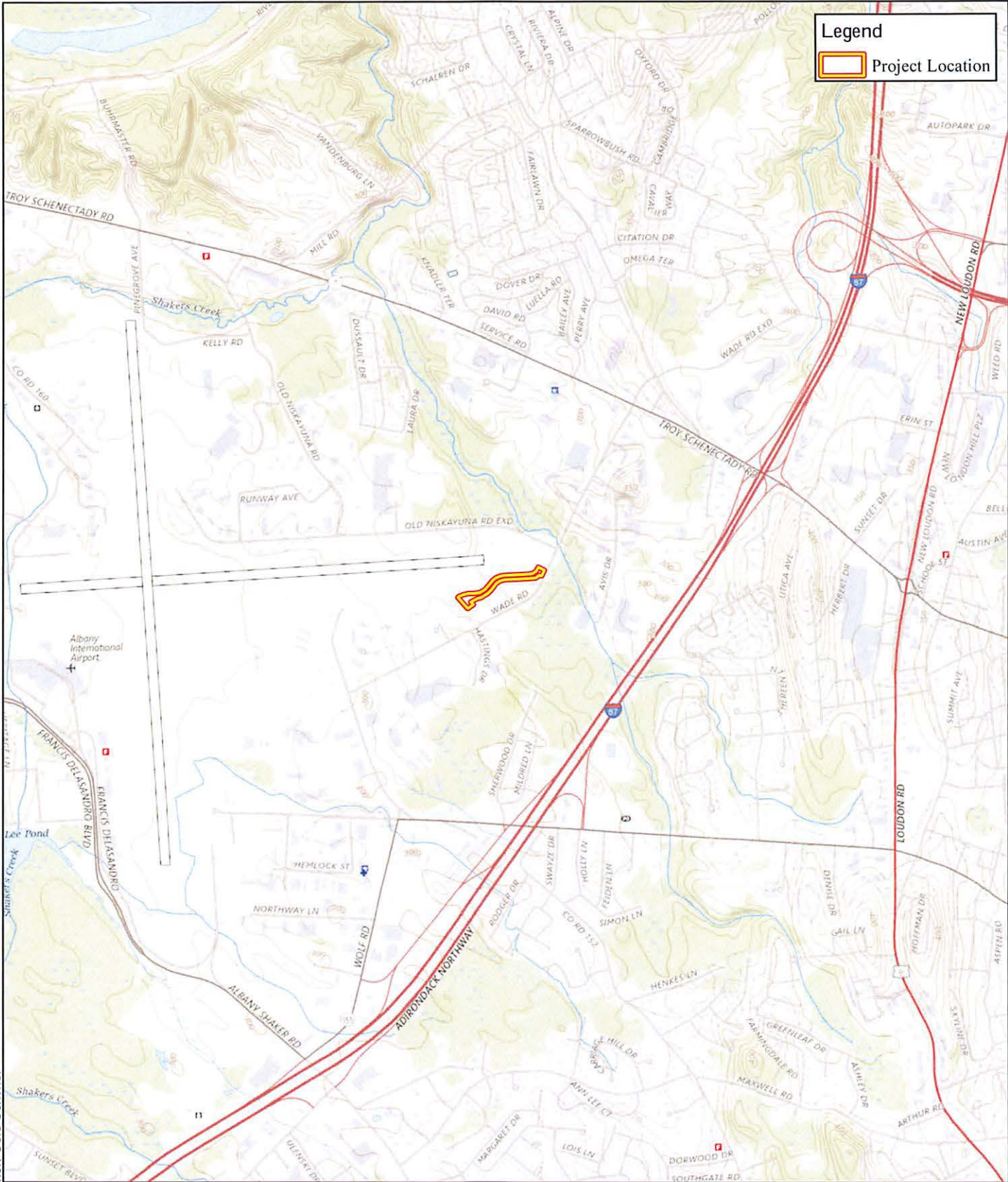
-  WETLAND
-  WETLAND IMPACT - SOUTH SERVICE ROAD
-  WETLAND IMPACT - SOUTH SERVICE ROAD - ALTERNATE 2
-  SOUTH SERVICE ROAD - ALTERNATE 1
-  SOUTH SERVICE ROAD - ALTERNATE 2
-  LOD — LIMIT OF DISTURBANCE

WETLAND IMPACT	
ALTERNATE 1	51,908 SF
ALTERNATE 2	57,086 SF



**Legend**

 Project Location



Date Saved: 9/13/2022 • Author: Cole Scribner



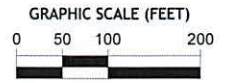
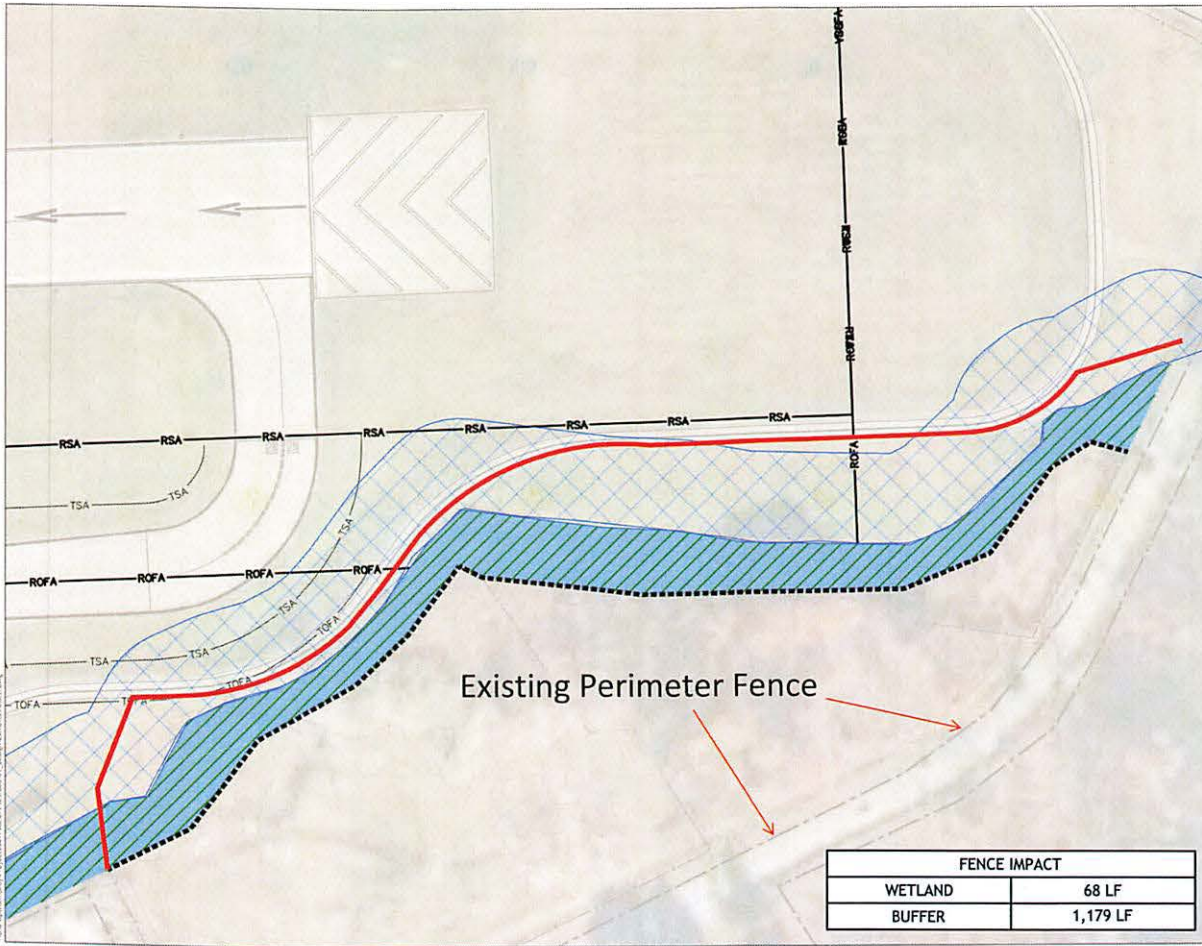
### USGS Project Location Map

Albany International Airport Runway 28 End  
Town of Colonie, Albany County, NY

Scale 1" = 2000'

CHA Project No.  
077565.000

Service Layer Credits: USGS The National Map;  
National Boundaries Dataset. 7.5-Minute Topographic Map of  
Albany (2019) & Niskayuna (2019) USGS Quadrangles



- LEGEND**
- WETLAND
  - BUFFER
  - PROPOSED FENCE

- NOTE:**
1. DASHED LINE INDICATES WETLAND EXTENDS BEYOND THE PROJECT AREA.



Runway 28 Perimeter Fence



**Full Environmental Assessment Form**  
**Part 2 - Identification of Potential Project Impacts**

Agency Use Only [If applicable]

Project : \_\_\_\_\_

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

**Part 2 is to be completed by the lead agency.** Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency and the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

**Tips for completing Part 2:**

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

<b>1. Impact on Land</b> Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If "Yes", answer questions a - j. If "No", move on to Section 2.</i>			
		<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**2. Impact on Geological Features**  
 The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)  NO  YES  
*If "Yes", answer questions a - c. If "No", move on to Section 3.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**3. Impacts on Surface Water**  
 The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)  NO  YES  
*If "Yes", answer questions a - l. If "No", move on to Section 4.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	--	--------------------------	--------------------------

<b>4. Impact on groundwater</b> The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If "Yes", answer questions a - h. If "No", move on to Section 5.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Impact on Flooding</b> The proposed action may result in development on lands subject to flooding. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. E.2) <i>If "Yes", answer questions a - g. If "No", move on to Section 6.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>6. Impacts on Air</b> The proposed action may include a state regulated air emission source. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) <i>If "Yes", answer questions a - f. If "No", move on to Section 7.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO <sub>2</sub> ) ii. More than 3.5 tons/year of nitrous oxide (N <sub>2</sub> O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF <sub>6</sub> ) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Impact on Plants and Animals</b> The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <i>If "Yes", answer questions a - j. If "No", move on to Section 8.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input checked="" type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Impact on Agricultural Resources</b>			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>9. Impact on Aesthetic Resources</b> The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>10. Impact on Historic and Archeological Resources</b> The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input checked="" type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

<b>11. Impact on Open Space and Recreation</b> The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. <span style="float: right;"><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</span> (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>12. Impact on Critical Environmental Areas</b> The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <span style="float: right;"><input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**13. Impact on Transportation**  
 The proposed action may result in a change to existing transportation systems.  NO  YES  
 (See Part 1. D.2.j)  
 If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**14. Impact on Energy**  
 The proposed action may cause an increase in the use of any form of energy.  NO  YES  
 (See Part 1. D.2.k)  
 If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

**15. Impact on Noise, Odor, and Light**  
 The proposed action may result in an increase in noise, odors, or outdoor lighting.  NO  YES  
 (See Part 1. D.2.m., n., and o.)  
 If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input checked="" type="checkbox"/>	<input type="checkbox"/>



d. The proposed action may result in light shining onto adjoining properties.	D2n	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>16. Impact on Human Health</b> The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <i>If "Yes", answer questions a - m. If "No", go to Section 17.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input checked="" type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input checked="" type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>17. Consistency with Community Plans</b> The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If "Yes", answer questions a - h. If "No", go to Section 18.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>18. Consistency with Community Character</b> The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If "Yes", answer questions a - g. If "No", proceed to Part 3.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

***Full Environmental Assessment Form***  
***Part 3 - Evaluation of the Magnitude and Importance of Project Impacts***  
***and***  
***Determination of Significance***

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

**Reasons Supporting This Determination:**

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

See attached.

**Determination of Significance - Type 1 and Unlisted Actions**

SEQR Status:  Type 1  Unlisted

Identify portions of EAF completed for this Project:  Part 1  Part 2  Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information  
 NYSOPRHP responses, Wetland Delineation Reports and USFWS IPaC.

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and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the  
 Albany County Airport Authority \_\_\_\_\_ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

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There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

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Name of Action: Runway 1 Airport Service Road & Runway 28 Perimeter Fence

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Name of Lead Agency: Albany County Airport Authority

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Name of Responsible Officer in Lead Agency: Philip F. Calderone, Esq.

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Title of Responsible Officer: Chief Executive Officer

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Signature of Responsible Officer in Lead Agency: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature of Preparer (if different from Responsible Officer) *Mark Payne* Date: 3/21/23

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**For Further Information:**  
 Contact Person:  
 Address:  
 Telephone Number:  
 E-mail:

**For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:**  
 Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)  
 Other involved agencies (if any)  
 Applicant (if any)  
 Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

**AGENDA ITEM NO. 10.9**

**Service Contract:**

**Professional Services Contract No. 23-1148  
Government Banking Services award to:**

**KeyBank, N.A.  
66 South Pearl Street  
Albany, NY 12207**

AGENDA ITEM NO: 10.9  
MEETING DATE: July 10, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**TABLED**  
**ACAA 07/10/2023**

**DEPARTMENT:**      *Finance*

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

**PURPOSE OF REQUEST:**

Service Contract:    *Professional Services Contract No. 23-1148 Government Banking Services award to:*

*KeyBank, N.A.  
66 South Pearl Street  
Albany, NY 12207*

**CONTRACT AMOUNT:**

Total Contract Amount:      *NA*

**BUDGET INFORMATION:**

Anticipated in Current Budget:      Yes ✓ No           NA       
Funding Account Number:      *Various*

**JUSTIFICATION:**

*The Authority issued a Request for Proposal for Government Banking Services on May 9, 2023 with stated goals to obtain the best value in banking services and increase the potential to earn income on the Authority's funds while maintain security and meeting liquidity requirements.*

*The Authority received four (4) proposals to provide said services and an evaluation committee selected KeyBank N.A. as the qualified proposer that offered the best value.*

*This item was considered by the Finance Committee at the July 10, 2023 Finance Committee meeting.*

**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*

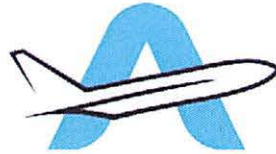
AGENDA ITEM NO: 10.9  
MEETING DATE: July 10, 2023

approved. Yes J NA \_\_\_\_\_

**BACK-UP MATERIAL:**

*Please refer to the following attachments:*

- *Recommendation Memo*
- *Exhibit A, Government Banking Services Proposals Summary*
- *Exhibit B, Proposed Interest Revenue*



**To:** Finance Committee

**From:** Michael Zonsius

**Date:** June 29, 2023

A solicitation for Government Banking Services was last conducted May 13, 2018. The contract was for a three (3) year term with two one-year options and expires July 31, 2023.

The Authority issued an RFP for Contract No. 23-1148 Government Banking Services on May 9, 2023. A Pre-proposal Meeting was convened on May 15 and the following four (4) banks submitted bids and were opened on June 9<sup>th</sup>:

1. Key Bank; and,
2. J.P. Morgan; and,
3. M&T Bank; and,
4. TD Bank.

Exhibit A was prepared and all responses were considered acceptable. A conference call was scheduled with each respondent to review and affirm the interest revenue garnered from each institution as shown on Exhibit B. A review committee met on June 28 and scored the respondent RFPs as follows (possible score 300 pts.): Key Bank 300, TD Bank 291, JP Morgan 288, and M&T Bank 278

Accordingly, the recommendation is to award the contract to Key Bank. I have reviewed the proposed agreements with Key Bank including the Cash Management Services Master Agreement, Deposit Account Agreement and Funds Availability Policy, and Depository Collateral Agreement.

I have reviewed the banking service online platform demonstration and find the platform to satisfy our needs.

Accordingly, I recommend the Authority transition its deposits and banking services to Key Bank and maintain a "thin client" relationship with its current bank, TD Bank, to provide access to reports, clearing and capture of items that may continue to be deposited for what could be years to come such as Passenger Facility Charge Fund.



**Exhibit A  
Government Banking Services Proposals**

Bank	Proposed			Collateral	Collateral	Basis Points		Effective Rate	Projected Annual Interest
	Compensating Balance	Earnings Credit Rate	Annual Charge			deducted by Fed Funds Rate	Type Rate		
Key Bank	\$ 1,250,017	3.00%	\$ 39,010	102%	Third Party , Bank of New York Mellon	+/- 50 basis points	Index	4.58%	\$ 2,998,517
TD Bank	3,626,181	0.90%	29,935	102%	Third Party , Bank of New York Mellon	98 basis points	Managed	4.10%	2,684,262
JP Morgan	417,859	3.95%	25,992	102%	Self	108 basis points	Managed	4.00%	2,618,792
M&T Bank	2,350,889	2.25%	62,801	102%	Third Party, Wilmington Trust	-150 basis points	Index	3.58%	2,255,400

**Exhibit B**  
**Proposed Interest Revenue**

	<b>Key Bank</b>	<b>TD Bank</b>	<b>M&amp;T Bank</b>	<b>JP Morgan</b>
Available Balance	\$ 65,500,000	\$ 65,500,000	\$ 65,500,000	\$ 65,500,000
Less: Available Float	-	30,204	-	-
	<u>65,500,000</u>	<u>65,469,796</u>	<u>65,500,000</u>	<u>65,500,000</u>
Less: 10% Reserve	-	6,546,980	-	-
	<u>65,500,000</u>	<u>58,922,816</u>	<u>65,500,000</u>	<u>65,500,000</u>
Proposed Compensating Balance	<u>(1,350,017)</u>	<u>3,626,181</u>	<u>(2,500,000)</u>	<u>-</u>
Collected Balance	<u>64,149,983</u>	<u>62,548,997</u>	<u>63,000,000</u>	<u>65,500,000</u>
Balances Available for Earnings Credit	65,500,000	58,922,816	2,500,000	65,500,000
Earnings Credit Rate	3.00%	0.90%	2.25%	3.95%
Annual Earnings Credit Allowance	<u>1,965,000</u>	<u>530,305</u>	<u>56,250</u>	<u>2,587,250</u>
Annual Service Charges	39,010	29,935	62,801	25,992
Annual Service Charges Due	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Investable Balance	65,469,796	65,469,796	63,000,000	65,469,796
	4.58%	4.10%	3.58%	4.00%
Projected Annual Interest	<u>\$ 2,998,517</u>	<u>\$ 2,684,262</u>	<u>\$ 2,255,400</u>	<u>\$ 2,618,792</u>

**AGENDA ITEM NO. 11**

**Authorization of Change Orders**

**AGENDA ITEM NO. 12**

**Authorization of Federal and State Grants**

**AGENDA ITEM NO. 13**

**Informational Only**

## **Old Business**

## **New Business**

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