



**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**September 18, 2023**

**General:**

- 1. Chairman's Remarks**
- 2. Approval of Minutes:**  
**Regular Meeting – August 7, 2023**
- 3. Communications and Report of Chief Executive Officer**

**Reports:**

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

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Service Contract: Service Contract No. SC-23-1156 Snow Removal Services; Peter Luizzi & Bros. Contracting Inc., 857 1st Street, Watervliet, New York 12189**
  - 10.2 Issue Purchase Order for Purchase of Materials at Fixed Cost Option - Glycol**
  - 10.3 Purchase Four (4) Airport Shuttle Buses NYS State Contract Number: PC69530 SB Coach and Equipment Bus Sales Penn Yan, NY 14527**



- 10.4 Intentionally Left Blank**
- 10.5 License Agreement - L-21-1093 with UPS at 845 Watervliet Shaker Road**
- 10.6 Request approval of Memorandum of Agreement with the FAA for Navigational Aids (NAVAIDS) located at the Albany International Airport.**
- 10.7 Construction Inspection - C&S Companies for Contract No. 23-1146 for Airport Access Gates and Operators and Power Controls**
- 10.8 Issue Purchase Order for Purchase and Installation of a Hydraulic Jack Replacement to Kone, Inc.**
- 10.9 Overhead Doors & Installation Contract No. 1157-GC - All Type Professional Doors, Inc.**
- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants**
- 13. Informational Only**

**Old Business:**

**New Business:**

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

# **AGENDA ITEM NO. 1**

## **Chairman's Remarks**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**

## **AGENDA ITEM NO. 3**

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

## **AGENDA ITEM NO. 4**

### **Financials**



# **ALBANY**

INTERNATIONAL AIRPORT

**Monthly Financial Report**

**July 2023**

(dated August 23, 2023)

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August 23, 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	12.3%	(0.2%)	4.6%	5.7%
Cargo	( 15.4 )	( 5.4 )	( 3.3 )	( 2.9 )
Operations	11.9	( 6.3 )	0.7	1.5

	Month	
	Jul22	Jul23
Destination Airports	22	20
Scheduled Monthly Flight	1,274	1,184
Average Daily Flights	42.5	39.2
Pax Lift (Pax Seats)	139,005	133,612
Enplanements	113,139	112,058

**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 \$34,113,978 and equates to approximately 11.09 months of operating reserves (Notes to Financial Statements #2, Page 8).

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 8,739,488
Projects – PFC	10,196,835
Projects – Other	<u>1,386,436</u>
	\$20,322,759

Accounts Receivable

The Accounts Receivable balance is approximately 1.02 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	\$ 2,122,566	\$ 9,643,333
FBO Profit	<u>202,602</u>	<u>1,863,905</u>
	2,325,168	11,507,238
Other Rev/Exp (d.ser.)	625,888	2,075,347
Capital Contributions	( 391,734)	4,747,658
Airline Incnt. Payts.	( 33,275)	( 204,641)
	<u>200,879</u>	<u>6,618,364</u>
	<b>\$ 2,526,047</b>	<b>\$ 18,125,602*</b>

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

Operating Revenues

Monthly operating revenues increased approximately \$603K from the same month the prior year. YTD operating revenues increased approximately \$2,625K over the same time period the prior year.

Airport Operating Expenses

Monthly operating expenses were approximately \$2,455K and \$2,562K for 2023 and 2022, respectively. YTD operating expenses were \$18,407K and \$17,521K for 2023 and 2022, respectively.

**AIRPORT OPERATING BUDGET**

Monthly airport operating revenues were favorable by approximately **\$1,096K**, due in large part to the increases in Landing Fees and Rental Car revenue. Monthly airport operating expenses compared to budget were favorable by approximately **\$487K**.

YTD airport operating revenues were favorable by approximately **\$3,679K**. YTD airport operating expense were favorable by approximately **\$2,196K**.

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)	(15.3%)	(0.1%)	( 1.0%)	( 8.4%)
AvGas (gals)	67.5	(8.3 )	15.1	25.9

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

The FBO had operating profits of **\$203K** and **\$1,864K**, 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 **\$5K**. Monthly FBO COGS (cost of goods sold-fuel) compared to budget were favorable by approximately **\$113K**. Monthly FBO operating expenses compared to budget were favorable by approximately **\$9K**.

YTD FBO operating revenues were favorable to budget by approximately **\$894K**, due in large part to Deicing Services. YTD FBO COGS (cost of goods sold-fuel) compared to budget were favorable by approximately **\$9K**. YTD FBO operating expenses compared to budget were favorable by approximately **\$235K**.

**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
Aug23	(week#2334)	306	2	(9)	299

**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	1,340,000	1,400,000
Jul 2023	1,340,000	1,400,000
Aug 2023	-	-
Sep 2023	-	-
Oct 2023	-	-
Nov 2023	-	-
Dec2023	-	-

**BOND RATINGS**

Apr21	Moody's	A3	Stable
Jul22	Moody's	A2	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
Thru Week 23-33	188	2	5	185

(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	9.7	0.6	17.5	13.6	17.0	17.0
Apr23	7.1	(2.7)	14.4	8.7	14.1	12.1
May23	7.1	2.2	12.7	7.2	12.2	9.5

\* 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>						
<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	
Mar21	16.2	24.9	12.6	16.2	10.1	10.1
Apr21*	16.2	34.7	13.5	21.0	11.1	12.4
May21	5.2	12.3	11.7	19.0	11.5	13.2
Jun21	2.3	2.6	9.7	15.9	10.5	12.4
Jul21	(0.8)	1.9	8.2	13.6	9.5	11.2
Aug21	4.4	(1.3)	7.5	11.6	9.4	10.9
Sep21	3.8	(6.6)	7.1	9.3	8.4	8.5
Oct21	(0.5)	(10.6)	6.4	7.0	7.6	6.6
Nov21	4.1	0.7	6.6	6.5	7.5	6.2
Dec21	0.4	(2.1)	5.8	5.5	5.8	5.5
Jan22	(7.3)	(14.3)	(7.3)	(14.3)	4.1	3.3
Feb22	3.3	(0.3)	(2.5)	(8.0)	4.0	2.6
Mar22	(0.8)	(8.5)	(1.8)	(8.2)	2.6	0.1
Apr22	(6.7)	(24.2)	(3.3)	(12.8)	0.5	(4.6)
May22	(6.3)	(18.7)	(3.9)	(14.1)	(0.4)	(7.1)
Jun22	(3.1)	(6.8)	(3.7)	(14.6)	(0.8)	(7.8)
Jul22	(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)	(7.7)	(7.7)	(4.2)	(8.0)
Feb23	(6.7)	(10.3)	(7.5)	(9.4)	(5.0)	(9.4)
Mar23	(8.5)	(2.0)	(7.9)	(6.2)	(5.8)	(8.1)
Apr23	(11.0)	(2.4)	(8.7)	(5.2)	(6.0)	(6.1)
May23	(2.5)	4.6	(7.5)	(3.2)	(5.7)	(4.1)

\* adjusted

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

	Unaudited July 31, 2023	Unaudited July 31, 2022
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and cash equivalents	\$ 7,558,833	\$ 13,079,493
Development Fund	17,083,938	21,034,485
Accounts Receivable - net	1,002,833	164,201
Lease Receivable	2,683,477	2,567,186
Prepaid Expenses	538,224	1,129,512
Total Unrestricted Assets	28,867,305	37,974,877
Restricted Assets		
Operating and Renewal Reserves	7,295,112	8,305,220
CFC Funds	450,263	460,829
Capital Funds	8,234,640	8,739,488
PFC Funds	9,037,115	10,196,835
Revenue Bond Funds	11,795,889	12,114,460
FAA Restricted Funds	204,164	208,955
Concession Improvement Funds	700,220	716,652
Total Restricted Assets	37,717,403	40,742,439
Total Current Assets	66,584,708	78,717,316
<b>NON-CURRENT ASSETS</b>		
Capital Assets	278,543,616	275,424,211
Lease Receivable	20,212,167	18,404,031
Prepaid Expenses	209,668	194,232
Total Non-Current Assets	298,965,451	294,022,474
Total Assets	365,550,159	372,739,790
<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
Total Assets and Deferred Outflows	368,423,381	375,773,285
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	2,583,088	2,874,244
Payable from Restricted Assets	12,820,199	13,490,682
Total Current Liabilities	15,403,287	16,364,926
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	68,233,168	59,817,198
Net OPEB Liability	5,793,988	6,158,981
Net Pension Liability - proportionate share	177,133	(162,324)
Total Non-Current Liabilities	74,204,289	65,813,855
Total Liabilities	89,607,576	82,178,781
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	750,750	856,028
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	25,401,352	23,599,483
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	210,218,783	215,423,845
Restricted	25,633,609	27,677,671
Unrestricted	17,562,061	26,893,505
Net Position	253,414,453	269,995,021
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		
	\$ 368,423,381	\$ 375,773,285

**Albany County Airport Authority**  
**2023 Summary of Revenues, Expenses and Net Results**  
**For the seven months ended July 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	\$ 1,142,621	\$ 1,330,522	\$ 6,675,168	\$ 7,591,799	\$ 9,063,343
Non-Airline	2,527,970	2,831,211	3,246,686	17,695,787	17,833,597	18,986,919
<b>Total Revenues</b>	<b>3,481,565</b>	<b>3,973,832</b>	<b>4,577,208</b>	<b>24,370,955</b>	<b>25,425,396</b>	<b>28,050,262</b>
<b>AIRPORT OPERATING EXPENSES</b>						
Personal Services	962,888	906,885	838,466	6,740,216	5,837,218	6,094,193
Employee Benefits	493,446	401,136	425,720	3,454,119	2,884,308	3,125,246
Utilities & Communications	201,463	90,525	137,544	1,410,239	1,525,165	1,671,816
Purchased Services	550,841	512,645	609,268	3,855,886	3,056,038	3,413,551
Material & Supplies	499,112	509,305	296,289	3,493,782	3,177,037	2,756,310
Office	89,557	49,540	38,849	626,896	385,361	405,135
Administration	82,372	82,470	108,506	576,605	545,888	653,039
Non-Capital Equipment	63,625	9,156	0	445,375	109,978	287,639
<b>Total Expenses</b>	<b>2,943,304</b>	<b>2,561,662</b>	<b>2,454,642</b>	<b>20,603,118</b>	<b>17,520,993</b>	<b>18,406,929</b>
<b>AIRPORT OPERATING RESULTS</b>	<b>538,261</b>	<b>1,412,170</b>	<b>2,122,566</b>	<b>3,767,837</b>	<b>7,904,403</b>	<b>9,643,333</b>
<b>FBO OPERATING RESULTS</b>	<b>103,663</b>	<b>334,071</b>	<b>202,602</b>	<b>725,639</b>	<b>1,689,473</b>	<b>1,863,905</b>
<b>TOTAL OPERATING RESULTS</b>	<b>641,924</b>	<b>1,746,241</b>	<b>2,325,168</b>	<b>4,493,476</b>	<b>9,593,876</b>	<b>11,507,238</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Earnings	117,119	30,729	155,648	819,835	71,771	920,776
Passenger Facility Charges	374,992	303,367	303,456	2,624,942	2,123,569	2,124,192
ACAA Debt Service	(835,222)	(835,018)	(835,222)	(5,846,541)	(5,845,126)	(5,846,554)
Grant Income	435,871	11,780	971,306	3,051,100	80,560	4,327,033
Insurance Recoveries	-	-	-	-	-	335,000
Improvement Charges	-	30,700	30,700	-	214,900	214,900
<b>Total Other Revenues(Expenses)</b>	<b>92,760</b>	<b>(458,442)</b>	<b>625,888</b>	<b>649,336</b>	<b>(3,354,326)</b>	<b>2,075,347</b>
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>734,684</b>	<b>1,287,799</b>	<b>2,951,056</b>	<b>5,142,812</b>	<b>6,239,550</b>	<b>13,582,585</b>
<b>AIRLINE INCENTIVES</b>	<b>(33,333)</b>	<b>(20,678)</b>	<b>(33,275)</b>	<b>(233,333)</b>	<b>(141,552)</b>	<b>(204,641)</b>
<b>CAPITAL CONTRIBUTIONS</b>	<b>-</b>	<b>-</b>	<b>(391,734)</b>	<b>-</b>	<b>134,828</b>	<b>4,747,658</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 701,351</b>	<b>\$ 1,267,121</b>	<b>\$ 2,526,047</b>	<b>\$ 4,909,479</b>	<b>6,232,826</b>	<b>18,125,602</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>\$ 253,414,453</b>	<b>\$ 269,995,021</b>
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>						
<b>NET RESULTS BEFORE RESERVES</b>	734,684	1,287,799	2,951,056	5,142,812	6,239,550	13,582,585
Less: Capital Improvements	(287,072)	(275,000)	(287,072)	(2,009,501)	(1,925,000)	(2,009,501)
Less: Reserve Requirements	(71,443)	(43,789)	(71,443)	(500,099)	(306,523)	(500,099)
<b>NET RESULTS</b>	<b>376,170</b>	<b>969,010</b>	<b>2,592,542</b>	<b>2,633,212</b>	<b>4,008,027</b>	<b>11,072,985</b>
Revenue Sharing:						
Transfer to/from Airlines (50%)	188,085	484,505	1,296,271	1,316,606	2,004,014	5,536,493
Authority Share (50%)	188,085	484,505	1,296,271	1,316,606	2,004,014	5,536,493
Less: Airline Incentives	(33,333)	(20,678)	(33,275)	(233,333)	(141,552)	(204,641)
<b>Net Authority Share</b>	<b>\$ 154,752</b>	<b>\$ 463,827</b>	<b>\$ 1,262,996</b>	<b>\$ 1,083,273</b>	<b>\$ 1,862,462</b>	<b>\$ 5,331,852</b>

**Albany County Airport Authority**  
**Operating Revenues**  
**For the seven months ended July 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	\$ 503,757	\$ 591,043	\$ 3,270,408	\$ 2,944,896	\$ 3,647,804
Landing Fees-Non Signatory	5,230	0	0	36,610	0	0
Airline Apron Fees	72,926	65,412	69,361	510,483	457,886	485,524
Glycol Disposal Fee	25,120	0	0	175,837	172,817	232,118
<b>CARGO</b>						
Landing Fees-Signatory	0	47,344	52,150	0	330,904	388,349
Landing Fees-Non Signatory	0	3,736	2,657	0	25,405	22,495
<b>TERMINAL</b>						
Loading Bridges	59,389	48,040	59,389	415,726	336,279	415,726
Space Rental	322,979	473,853	552,108	2,260,853	3,316,971	3,864,759
Non-Signatory Per Turn Fee	750	479	3,813	5,250	6,640	6,567
<b>TOTAL AIRLINE REVENUES</b>	<b>953,595</b>	<b>1,142,621</b>	<b>1,330,522</b>	<b>6,675,168</b>	<b>7,591,799</b>	<b>9,063,343</b>
<b>NON-AIRLINE REVENUES</b>						
<b>AIRFIELD</b>						
Tenant Maintenance	2,500	158	3,069	17,500	47,989	25,560
<b>Total Airfield</b>	<b>2,500</b>	<b>158</b>	<b>3,069</b>	<b>17,500</b>	<b>47,989</b>	<b>25,560</b>
<b>TERMINAL</b>						
Utility Reimbursement	2,000	2,210	2,710	14,000	19,120	21,508
Tenant Maintenance	1,713	0	0	11,993	0	4,150
Space Rent - Non Airline	73,160	69,634	18,851	512,118	487,803	132,566
Space Rent - Fixed Non Airline	0	0	47,130	0	0	329,907
Food & Beverage	83,125	118,566	150,967	581,875	657,609	746,567
Retail	73,625	101,740	142,330	515,375	504,364	593,097
Advertising	9,050	0	0	63,350	54,397	0
ATM	1,650	1,963	2,112	11,550	9,238	12,192
Operating Permits	18,300	7,403	54,397	128,100	171,468	205,297
Vending Machines	2,328	2,503	4,006	16,293	13,763	11,567
Baggage Cart Rentals	1,306	1,873	1,854	9,144	8,824	8,462
<b>Total Terminal</b>	<b>266,257</b>	<b>305,894</b>	<b>424,356</b>	<b>1,863,797</b>	<b>1,926,587</b>	<b>2,065,312</b>
<b>GROUND TRANSPORTATION</b>						
Parking	1,329,295	1,186,548	1,282,893	9,305,064	9,451,518	10,237,166
Rental Cars	427,500	825,892	1,014,574	2,992,500	3,113,153	3,249,177
Access Fees	17,136	10,374	23,064	119,950	96,963	112,871
TNCs	20,188	27,479	65,862	141,313	139,035	193,258
Garage Space Rent	8,376	8,445	6,911	58,633	59,117	48,378
Garage Kiosk Rent	0	0	1,800	0	0	12,600
<b>Total Ground Transportation</b>	<b>1,802,494</b>	<b>2,058,739</b>	<b>2,395,104</b>	<b>12,617,460</b>	<b>12,859,785</b>	<b>13,853,451</b>
<b>OTHER AIRPORT</b>						
Telephone System - Tenants	3,496	4,480	4,225	24,469	31,323	30,771
Building Rental	11,686	6,349	6,475	81,804	74,688	71,155
Control Tower Rental	67,983	55,481	61,595	475,884	388,369	449,167
Air Cargo Facility	43,750	42,376	44,509	306,250	283,649	301,484
State Executive Hangar	103,924	103,924	103,924	727,465	727,465	727,465
T Hangars	10,937	11,496	15,676	76,562	78,623	91,570
Tie Downs	241	248	132	1,687	1,738	1,645
AV Gas Fuel Sales	0	0	0	0	140	0
Industrial Park	44,617	51,042	51,143	312,316	338,069	323,743
Land Rental	36,640	48,504	43,844	256,481	337,111	290,978
Eclipse Hangar	25,141	25,141	26,157	175,989	175,989	183,099
Hangar Rental	82,332	46,812	48,633	576,323	325,534	343,466
Antenna Space Rental	0	0	6,827	0	0	47,788
Internet and Cable Access	775	775	335	5,425	3,425	2,985
Fingerprinting	2,083	3,086	2,204	14,583	21,879	19,606
Tenant Maintenance	167	0	574	1,167	0	574
Ebay/Scrap/Equipment Sales	417	7,065	20	2,917	8,582	937
Utility Reimbursement	13,750	9,012	7,500	96,250	120,845	119,192
Reimb of Property Taxes	2,113	0	0	14,792	14,339	26,819
Other	6,667	50,630	384	46,667	67,468	10,153
<b>Total Other Airport</b>	<b>456,718</b>	<b>466,421</b>	<b>424,156</b>	<b>3,197,029</b>	<b>2,999,236</b>	<b>3,042,597</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>2,527,970</b>	<b>2,831,211</b>	<b>3,246,686</b>	<b>17,695,787</b>	<b>17,833,597</b>	<b>18,986,919</b>
<b>TOTAL REVENUES</b>	<b>\$ 3,481,565</b>	<b>\$ 3,973,832</b>	<b>\$ 4,577,208</b>	<b>\$ 24,370,955</b>	<b>\$ 25,425,396</b>	<b>\$ 28,050,262</b>

Albany County Airport Authority  
FBO Results  
For the seven months ended July 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	\$ 747,513	\$ 617,887	\$ 3,535,000	\$ 4,084,934	\$ 3,448,504
AvGas Fuel Sales	21,233	58,176	45,382	148,633	241,555	244,013
Commercial AvGas Fuel Sales	1,750	1,010	2,097	12,250	10,542	10,595
Auto & Diesel Fuel Sales	19,583	15,905	13,421	137,083	162,140	149,939
Retail Fuel Sales	547,567	822,605	678,786	3,832,967	4,499,171	3,853,050
Into Plane Fees	45,000	68,705	69,260	315,000	417,725	434,275
Fuel Farm Fees	57,625	89,830	80,500	403,375	505,356	498,681
General Aviation Landing Fees	25,000	32,202	36,315	175,000	175,650	222,448
Aircraft Parking Fees	42,298	48,874	48,133	296,084	296,084	329,780
Deicing Services	180,254	0	0	1,261,779	1,053,702	1,887,685
FBO Properties	44,913	46,380	25,596	314,391	245,517	209,762
FBO Services	8,750	6,490	8,263	61,250	58,555	118,383
<b>TOTAL REVENUES</b>	951,406	1,115,085	946,852	6,659,845	7,251,761	7,554,064
<b>COST OF SALES</b>						
Fuel Costs - Jet A	274,167	385,494	307,484	1,919,167	2,166,016	1,755,595
Fuel Discounts - Jet A	33,333	15,643	19,762	233,333	134,199	97,370
Fuel Costs - SAF	0	0	0	0	0	0
Fuel Costs - AvGas	15,102	46,506	34,278	105,712	178,940	190,605
Fuel Discounts - AvGas	370	1,114	1,169	2,587	4,869	6,511
Fuel Costs - Commercial AvGas	1,250	944	1,725	8,750	8,407	8,837
Fuel Costs - Auto & Diesel	10,000	26,225	11,247	70,000	134,149	118,206
Total Fuel Costs	334,221	475,927	375,666	2,339,549	2,626,580	2,177,124
Deicing Costs - Type I & IV	153,998	0	0	1,077,987	691,288	1,211,712
Customs Garbage, Oil & Other	375	0	0	2,625	0	21,849
Total Cost of Sales	488,594	475,927	375,666	3,420,160	3,317,868	3,410,686
Net Operating	462,812	639,158	571,187	3,239,685	3,933,893	4,143,378
<b>CATEGORY</b>						
Personal Services						
Salaries	151,014	132,242	147,691	1,057,101	802,128	942,119
Overtime	17,116	16,695	23,036	119,814	93,637	157,650
Total Personal Services	168,131	148,937	170,727	1,176,915	895,765	1,099,770
Employee Benefits	59,282	34,565	44,435	414,975	269,739	296,118
Utilities & Communications	6,782	8,703	8,126	47,476	71,604	71,359
Purchased Services	51,764	25,643	47,251	362,348	297,127	260,405
Materials & Supplies						
Buildings	9,384	38,784	11,133	65,687	206,152	73,076
Grounds	3,167	1,075	3,242	22,167	3,213	6,722
Vehicles	39,058	14,672	54,714	273,403	249,567	250,939
Total Materials & Supplies	51,608	54,530	69,089	361,257	458,932	330,737
Administrative Expenses	13,497	32,709	28,894	94,482	228,669	204,835
Non-Capital Equipment	8,085	0	64	56,594	22,586	16,250
<b>TOTAL EXPENSES</b>	359,149	305,087	368,585	2,514,046	2,244,420	2,279,474
<b>FBO Net Direct Cost</b>	\$ 103,663	\$ 334,071	\$ 202,602	\$ 725,639	\$ 1,689,473	\$ 1,863,905

**ALBANY COUNTY AIRPORT AUTHORITY**  
**Airport and FBO Operating Variances**  
**YTD Budget vs. Actual**  
For the 7 month period ending July 31, 2023

		Budget	Actual	Variance	
<b>Airport Operating Revenue</b>					
31	03011	Long Term Parking	6,940,938	8,259,154	1,318,217
31	02051	Rental Car Concession	2,992,500	3,249,177	256,677
31	02052	Food & Beverage Concession	581,875	746,567	164,692
31	01035	Glycol Disposal Fee	100,479	232,118	131,640
31	02062	Operating Permits	109,800	205,297	95,497
31	02053	Retail Concession	515,375	593,097	77,722
31	03027	TNCs	121,125	193,258	72,133
31	03010	Short Term Parking	648,375	713,928	65,553
31	02010	Airline Space Rental	2,833,235	2,888,773	55,539
31	03024	Off-Airport Parking Facilities	47,500	89,800	42,300
31	01050	Land Rental	256,481	290,978	34,497
31	03410	Reimbursement of Property Taxes	2,113	26,819	24,706
31	03405	Utility Reimbursements	96,250	119,192	22,942
31	03100	T-Hangar Rentals	76,562	91,570	15,008
31	03500	Tenant Maintenance	17,020	30,284	13,264
31	03300	Industrial Park	312,316	323,743	11,427
31	03022	Hotels	4,875	15,600	10,725
31	02025	Utility Reimbursement	14,000	21,508	7,508
31	01075	Eclipse Hangar Rental	175,989	183,099	7,110
31	02100	Telephone - Monthly Service	24,469	29,776	5,308
31	09001	Fingerprinting	14,583	19,606	5,022
31	02030	Non Signatory Per Turn Fee	3,000	6,567	3,567
31	03021	Limousines	4,703	6,809	2,107
31	02105	Telephone - Monthly Usage	0	995	995
31	02064	ATM Income	11,550	12,192	642
31	02012	Baggage Claim Room	975,986	975,986	0
31	01071	Hangar Maintenance NYS Executiv	72,333	72,333	0
31	02011	Rental of Boarding Bridges	415,726	415,726	0
31	03200	Tie Downs	1,687	1,645	(41)
31	02056	Vending Machine Concession	11,638	11,567	(71)
31	09008	Ebay/Scrap/Equipment Sales	1,250	937	(313)
31	02057	Baggage Cart Concession	9,144	8,462	(682)
31	02063	Internet & Cable Access	5,425	2,985	(2,440)
31	01065	NE Quad Cargo Facility	306,250	301,484	(4,766)
31	01010	Landing Fees - Commercial/Signatc	3,657,500	3,647,804	(9,696)
31	03040	Garage Space Rent	58,633	48,378	(10,256)
31	01060	Building Rental	81,804	71,155	(10,649)
31	03020	Contract Taxi	17,112	663	(16,449)
31	03014	Employee Parking	53,252	30,185	(23,067)
31	01021	Apron Parking Fees - Commercial	510,483	485,524	(24,959)
31	01055	Control Tower Rental	475,884	449,167	(26,717)
31	09005	Miscellaneous Income	46,667	10,153	(36,513)
31	01070	Hanger Rental NYS Executive Hanç	1,231,455	998,598	(232,857)
31	02020	Non-Airline Space Rental	512,118	132,566	(379,552)
31	03013	Economy Parking	1,662,500	1,233,623	(428,877)
			<b>26,011,957</b>	<b>27,248,848</b>	<b>1,236,891</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	315,000	434,275	119,275
31	01511	AvGas Fuel Sales	148,633	244,013	95,380
31	01521	Fuel Farm Revenues	403,375	498,681	95,306
31	01542	Deicing Type IV - Sprayed	20,987	98,473	77,486
31	01550	Customer Services	61,250	118,383	57,133
31	01543	Deicing Type IV - Consortium	56,450	112,132	55,682
31	01530	GA Landing Fees	175,000	222,448	47,448
31	01535	GA Parking Fees	296,084	329,780	33,696
31	01513	Diesel Fuel Sales	87,500	102,334	14,834
31	01514	AvGas Fuel Sales-Commercial	10,500	10,595	95
31	01512	Auto Gas Fuel Sales	49,583	47,605	(1,978)
31	01510	Jet A Fuel Sales	3,535,000	3,448,504	(86,496)
31	01545	Properties	314,391	209,762	(104,629)
			<b>6,102,029</b>	<b>7,554,064</b>	<b>1,452,035</b>
			<b>32,113,986</b>	<b>34,802,912</b>	<b>2,688,926</b>



**ALBANY COUNTY AIRPORT AUTHORITY**  
**Airport and FBO Operating Approximate Variances**  
**YTD Budget vs. Actual**

For the 5 month period ending July 31, 2023

			Budget	Actual	Variance
<b>Airport Operating Expenses</b>					
<b>Salaries Expense</b>					
34	11000	Salaries	6,105,877	5,446,391	659,486
34	11005	Part Time/Seasonal Salaries	116,700	66,254	50,446
34	12020	Overtime 2.0	18,127	41,174	(23,047)
34	12010	Overtime 1.5	355,648	538,144	(182,496)
			<b>6,596,352</b>	<b>6,091,963</b>	<b>504,389</b>
<b>Other Employee Expenses</b>					
35	26030	Workers Compensation	362,758	230,192	132,567
35	22000	Health Insurance	1,805,000	1,744,724	60,276
35	26020	Unemployment Insurance	105,483	46,392	59,091
35	21000	Social Security	493,027	437,878	55,148
35	25000	Uniforms & Laundry	33,702	17,114	16,588
35	23000	Health Insurance - AFLAC	3,791	3,505	286
35	22105	Other Post Employment Benefits (O	101,847	101,847	0
35	24010	Employee EAP Program	81	613	(532)
35	22200	Dental Insurance	22,215	23,283	(1,068)
35	25005	Uniform Purchases	14,728	15,938	(1,210)
35	22300	Health Insurance - Vision	4,036	5,880	(1,844)
35	24000	Medical Exams/Abstracts	9,583	12,823	(3,240)
35	29001	Retirement	154,078	170,829	(16,752)
35	29000	NYS Retirement	187,430	207,973	(20,543)
35	26010	Disability Insurance	71,621	106,255	(34,634)
			<b>3,369,379</b>	<b>3,125,246</b>	<b>244,133</b>
<b>Utilities</b>					
36	36020	Telephone Repairs	14,884	2,751	12,133
36	36032	Internet Access	43,225	33,740	9,485
36	36030	Telephone-Cellular	32,400	23,182	9,218
36	36010	Telephone Charges-Local	9,800	6,497	3,303
36	36016	Telephones-Monthly Usage	1,750	10	1,740
36	36060	Cable Television	2,660	1,673	987
36	36011	Telephone Charges-Long Distance	750	249	501
36	36012	Telephone - Sheriff	2,392	2,348	44
36	36015	Telephones-Monthly Service	8,654	9,805	(1,151)
36	34000	Sewer	7,625	38,429	(30,804)
36	35000	Water	8,046	55,435	(47,389)
36	33000	Natural Gas	139,023	192,017	(52,994)
36	31000	Electric	1,025,646	1,299,693	(274,047)
			<b>1,296,854</b>	<b>1,665,830</b>	<b>(368,976)</b>
<b>Purchased Services</b>					
37	44000	Public Safety	1,686,149	1,543,094	143,055
37	49060	Code Enforcement	58,100	(21,511)	79,611
37	49020	Engineering Services	33,333	1,589	31,744
37	46010	Public Relations	58,333	28,120	30,213
37	46012	Artistic Exhibits	59,310	35,304	24,007
37	41010	Financial Services	83,333	65,609	17,725
37	42060	Property Insurance	171,041	156,006	15,034
37	46020	Passenger Info Booth	88,158	74,884	13,274
37	46015	Advertising	12,500	3,750	8,750
37	42041	Environmental Liability	27,669	20,738	6,932
37	43000	Legal Services	12,500	8,979	3,521
37	42080	Cyber Liability Insurance	31,015	29,187	1,828
37	42070	Public Official Liability	26,393	25,113	1,280
37	42090	Fiduciary Liability	465	0	465
37	42065	Crime Insurance	4,714	4,755	(41)
37	44010	Armored Car Service	2,541	2,784	(243)
37	42020	Automotive Insurance	45,925	46,657	(732)
37	47010	GIS Services	4,000	4,994	(994)
37	42075	Violent and Malicious Acts	7,054	9,316	(2,262)
37	42093	Agency Fee	26,250	31,718	(5,468)
37	42010	Airport Liability Insurance	70,677	78,390	(7,713)
37	42095	Insurance Claims	2,083	10,705	(8,622)
37	45010	Refuse Removal Services	41,325	52,188	(10,863)
37	44030	Employee Shuttle Service	1,042	12,500	(11,458)
37	49015	Consultant	28,000	44,094	(16,094)
37	49040	Professional Management	247,917	285,417	(37,500)

			Budget	Actual	Variance
37	45000	Janitorial Services	425,514	473,257	(47,743)
37	47000	Special Studies	11,667	68,800	(57,133)
37	44005	Perimeter Security	127,040	278,552	(151,512)
			<b>3,394,048</b>	<b>3,374,988</b>	<b>19,059</b>
<b>Material &amp; Supplies</b>					
38	52060	Building Maintenance	434,167	252,613	181,554
38	52051	Control Tower Maintenance	324,333	155,893	168,441
38	52033	HVAC	154,292	81,892	72,399
38	52062	Janitorial Supplies	150,280	98,070	52,209
38	52012	Card Access System	73,000	36,668	36,332
38	52035	Plumbing Repairs & Supplies	52,750	24,829	27,921
38	52050	US Customs	28,350	555	27,795
38	54021	Vehicle Repair & Maintenance	49,000	22,251	26,749
38	52013	CCTV Repair	25,000	12,256	12,744
38	51011	Airfield Lighting	58,333	45,643	12,691
38	52037	Pest Control	33,906	22,209	11,697
38	54015	CNG Fuel	13,417	4,036	9,380
38	54040	Heavy Equipment Maintenance	35,000	27,902	7,098
38	52090	Flight Information Displays	7,308	266	7,043
38	53030	Pavement Repairs	25,000	18,367	6,633
38	54011	Diesel Fuel	89,833	83,905	5,929
38	54045	ARFF Vehicle Repair & Maintenance	10,500	7,443	3,057
38	51030	EMS Supplies	5,200	2,477	2,723
38	52014	Key Access System	2,750	1,214	1,536
38	51010	Fencing	750	65	685
38	52080	Sign Expense	542	225	316
38	53041	Traffic Light Repairs	1,000	840	160
38	52041	Fire Equipment Testing	1,641	1,590	51
38	52063	Window Washing	27,217	27,169	47
38	53085	Land Lease	9,004	9,004	0
38	53051	NYS Police Hangar Maintenance	72,917	73,118	(201)
38	51055	Water District Charges	14,583	14,810	(227)
38	53060	Dump Fees - Landfill	2,167	2,418	(252)
38	52071	ID Tags	15,000	15,489	(489)
38	51031	ARFF Supplies	44,781	45,433	(652)
38	54022	Vehicle Communication Equipment	1,967	2,876	(910)
38	52020	Baggage System	18,750	19,824	(1,074)
38	51032	Hazardous Material Supplies	1,250	2,780	(1,530)
38	53040	Sign Expense	3,250	5,189	(1,939)
38	51054	Sewer District Charges	2,625	5,000	(2,375)
38	54060	Mower Repair & Maintenance	8,167	12,129	(3,962)
38	54030	General Equipment Repair & Maintenance	42,083	46,461	(4,378)
38	52036	Automatic Door Repairs & Supplies	1,333	6,232	(4,899)
38	52034	Roof	6,167	11,230	(5,063)
38	52040	Fire Equipment Services	2,883	8,342	(5,460)
38	52032	Elevator Repair & Supplies	67,083	72,831	(5,748)
38	51016	Runway Painting	3,750	10,400	(6,650)
38	51052	Wastewater Conveyance	625	7,500	(6,875)
38	52059	Storage Space Rental	3,750	11,084	(7,334)
38	53071	Wildlife Hazard Management	14,583	23,241	(8,657)
38	54012	Oil / Grease	9,792	18,459	(8,667)
38	51017	Airfield Shop Supplies	13,125	22,080	(8,955)
38	54070	Vehicle Shop Tools & Supplies	26,250	36,985	(10,735)
38	54010	Gasoline	46,667	66,983	(20,316)
38	54013	Vehicle/Equipment Tires	11,333	34,722	(23,388)
38	51057	System Maintenance & Repairs	116,667	141,626	(24,960)
38	53090	T-Hangar Maintenance	5,542	31,913	(26,371)
38	52031	Electrical Repairs & Supplies	131,125	164,901	(33,776)
38	52010	Alarm & PA Systems	40,958	82,109	(41,151)
38	54050	Snow Equipment Repair & Maintenance	45,000	90,135	(45,135)
38	51019	Snow Removal Supplies	102,496	151,677	(49,180)
38	51015	Apron Maintenance	14,750	64,653	(49,903)
38	51053	Electric	58,333	110,141	(51,808)
38	53048	Snow Removal Supplies	5,500	62,178	(56,678)
38	53010	Landscaping	48,542	111,668	(63,127)
38	53050	Snow Removal Contract Svcs	96,333	184,549	(88,215)
			<b>2,712,699</b>	<b>2,708,550</b>	<b>4,150</b>
<b>Office/Administration</b>					
39	55015	Hardware/Software Maint Support	295,946	265,029	30,916
39	66010	Training / Travel	57,312	45,225	12,087
39	55070	Payroll Services	24,792	19,211	5,580
39	66013	Function Refreshments	7,500	2,893	4,607
39	55040	Postage	5,250	1,915	3,335
39	55014	Computer Systems	21,692	19,998	1,694
39	66012	Authority Management Travel & Edu	13,767	12,368	1,399
39	55020	Office Furniture & Fixtures	2,583	1,740	843

		Budget	Actual	Variance	
39	55012	Office Equipment Service Agreemer	4,393	3,804	589
39	55010	Office Equipment Rental	8,329	7,767	562
39	55030	Outside Printing Services	67	351	(284)
39	55050	Reference Materials	425	970	(545)
39	55060	Office Supplies	14,493	15,765	(1,273)
39	66020	Tuition Reimbursement	208	1,785	(1,577)
39	55032	Printing Outside Services	8,333	9,926	(1,592)
39	66062	Bank & Paying Agent Fees	1,750	6,035	(4,285)
39	66080	Airline Incentive Expenses	200,000	204,641	(4,641)
39	66030	Advertising - Public Meetings	11,833	17,731	(5,897)
39	66050	Property Taxes	3,167	11,089	(7,923)
39	66061	EZ Pass Fees	70,000	94,713	(24,713)
39	55016	Computer Equipment	23,773	57,707	(33,935)
39	66000	Dues & Subscriptions	28,553	76,452	(47,900)
39	66060	Credit Card Service Charges	320,833	383,190	(62,357)
			<b>1,124,998</b>	<b>1,260,305</b>	<b>(135,308)</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>(18,560,954)</b>	<b>(18,392,254)</b>	<b>(168,701)</b>

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

32	51101	Fuel Costs - Jet A	1,919,167	1,755,595	163,571
32	51102	Jet A Discounts	233,333	97,370	135,963
32	51108	Fuel Costs-AvGas Commercial	8,750	8,837	(87)
32	51125	Oil	208	699	(491)
32	51104	AvGas Discounts	2,217	6,511	(4,294)
32	51107	Fuel Costs - Diesel	70,000	77,802	(7,802)
32	51105	Fuel Costs - Auto Gas	0	40,404	(40,404)
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	51103	Fuel Costs - AvGas	105,712	190,605	(84,893)
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>2,955,380</b>	<b>3,389,536</b>	<b>(434,156)</b>

**Salaries Expense**

34	11000	Salaries	1,057,101	942,119	114,982
34	12010	Overtime 1.5	119,814	157,650	(37,836)
			<b>1,176,915</b>	<b>1,099,770</b>	<b>77,145</b>

**Other Employee Expenses**

35	22000	Health	284,043	171,961	112,081
35	26020	Unemployment Insurance	16,781	10,055	6,726
35	21000	Social Security	89,301	82,931	6,370
35	25000	Uniforms & Laundry	3,879	1,931	1,948
35	29001	Retirement	9,776	9,195	580
35	24000	Medical Exams	125	990	(865)
35	26010	NYS Disability	39	928	(889)
35	25005	Uniform Purchases	3,417	18,126	(14,710)
			<b>407,360</b>	<b>296,118</b>	<b>111,243</b>

**Utilities**

36	36033	Wireless	1,667	1,848	(181)
36	36035	Radio Communications	34	426	(392)
36	35000	Water	167	1,824	(1,657)
36	36060	Cable Television	1,102	4,298	(3,196)
36	33000	Natural Gas	15,633	22,879	(7,246)
36	31000	Electric	22,233	38,452	(16,219)
			<b>40,836</b>	<b>69,728</b>	<b>(28,892)</b>

**Purchased Services**

37	42010	Airport Liability	45,171	0	45,171
37	42060	Property Insurance	22,750	13,501	9,249
37	46010	Public Relations	21,000	21,000	0
37	45010	Refuse Removal Services	1,325	2,494	(1,169)
37	42095	Insurance Claims	1,667	5,000	(3,333)
37	49040	Professional Management	140,233	147,124	(6,890)
37	42041	Environmental Liability	19,764	26,673	(6,909)
			<b>251,910</b>	<b>215,791</b>	<b>36,119</b>

**Material & Supplies**

38	54040	Heavy Equipment Maintenance	70,875	63,315	7,560
38	53078	Liquid Waste Disposal	9,500	6,442	3,058
38	54010	Gasoline	7,000	4,360	2,640
38	54031	Quality Control Equipment	583	369	215
38	54021	Vehicle Repair & Maintenance	83	78	5
38	52010	Alarm & PA Systems	417	600	(183)
38	52032	Elevator Repairs & Supplies	1,750	2,773	(1,023)
38	52033	HVAC	8,750	10,020	(1,270)
38	52034	Roof	875	2,251	(1,376)
38	52060	Building Maintenance	23,823	25,288	(1,465)
38	54070	Vehicle Shop Tools & Supplies	625	2,191	(1,566)
38	52063	Window Washing	172	2,797	(2,625)
38	54013	Vehicles/Equipment Tires	3,000	5,757	(2,757)
38	52035	Plumbing Repairs & Supplies	750	3,565	(2,815)
38	52062	Janitorial Supplies	4,500	10,468	(5,968)
38	52031	Electrical Repairs & Supplies	4,875	12,055	(7,180)
38	54011	Diesel Fuel	40,833	48,630	(7,797)
38	54030	General Equipment Repair/Maint	31,840	53,987	(22,147)
38	54075	Fuel Truck Lease	22,736	64,005	(41,269)
			<b>232,988</b>	<b>318,949</b>	<b>(85,961)</b>

**Office/Administration**

39	55015	Hardware/Software Maint Agreeemer	6,635	5,647	988
39	55014	Computer Systems	83	196	(113)
39	55060	Office Supplies	2,500	2,644	(144)
39	55012	Office Equipment Service Agreeemer	125	497	(372)
39	55010	Office Equipment Rental	817	1,225	(408)

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
39	55030	Printed Forms/Letterhead	50	639	(589)
39	55070	Payroll Services	9,500	13,443	(3,943)
39	66015	Incentives	17,500	23,698	(6,198)
39	66010	Training / Travel	667	8,709	(8,042)
39	66000	Dues & Subscriptions	2,867	17,348	(14,481)
39	66060	Credit Card Service Charges	37,333	130,917	(93,584)
			<u>78,076</u>	<u>204,964</u>	<u>(126,888)</u>
			<b>(5,143,464)</b>	<b>(5,594,855)</b>	<b>451,391</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  
\$34,113,978/\$3,824,379 ~ 8.92 months

Months Operating and Renewal Reserves  
\$8,305,220/\$3,824,379 ~ 2.17 months

	Unrest.	Restr	Total
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
Jun23	8.44	2.16	10.60
Jul23	8.92	2.17	11.09

### 3. Accounts Receivable

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

$$\$58,287,414 / 365 = \$159,691$$

$$\$164,201 / \$159,691 = 16.06$$

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
Jun	16.06
Jul	1.02

### 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>17,563,215</u>
	<b>\$275,424,211</b>

Terminal Connector Project YTD \$5,793,204

### 5. FAA AIP 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	3,298,347
AIP145-CHRSSA <sup>2</sup>	320,510	320,510 C
AIP146-Taxi A	6,429,418	6,256,890
AIP147-Snow Equi	1,537,634	954,635
AIP148-ARPA	12,113,224	-
AIP149-Con Relief	1,282,039	1,282,039
AIP150- Taxi C	4,224,526	3,529,472
Jobs Act of 21 <sup>1</sup>	28,551,945	-

<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  
Statistics  
For the six month period ending July 31, 2023**

	Current Month			Year to Date			12 Month Running	
	Budget	2022	2023	Budget	2022	2023	2022	2023
<b>Total Enplanements</b>	116,667	131,337	131,035	816,667	730,943	764,425	1,252,897	1,324,011
	12.3%		-0.2%			4.6%		5.7%
<b>Operations</b>								
<i>Passenger</i>	2,187	2,780	2,588	15,307	16,860	17,213	28,600	29,467
<i>Cargo</i>	251	272	202	1,759	1,874	1,622	3,378	3,094
<i>Charter, Corporate &amp; Divers</i>	312	430	422	2,183	2,189	2,510	3,760	4,474
<i>General Aviation</i>	1,250	1,485	1,437	8,750	8,076	8,318	14,452	14,763
<i>Military</i>	292	161	154	2,042	1,618	1,165	2,925	2,139
<b>Total Operations</b>	4,292	5,128	4,803	30,042	30,617	30,828	53,115	53,937
	11.9%		-6.3%			0.7%		1.5%
<b>Landed Weight (000)</b>	111,250	142,598	137,079	778,750	833,752	868,285	1,400,014	1,483,995
	23.2%		-3.9%			4.1%		6.0%
<b>Cargo/Mail &amp; Express</b>	1,838	1,642	1,554	12,863	11,597	11,219	21,315	20,704
	-15.4%		-5.4%			-3.3%		-2.9%
<b>Jet A Gallons</b>	116,667	134,622	134,510	816,667	726,473	718,914	1,365,867	1,251,463
	15.3%		-0.1%			-1.0%		-8.4%
<b>AvGas Gallons</b>	4,417	8,068	7,400	30,917	34,883	40,157	58,406	73,523
	67.5%		-8.3%			15.1%		25.9%
<b>Deicing Consortium</b>	6,250	0	0	43,750	38,453	42,745	56,324	62,999
<b>Deicing sprayed/retail</b>	7,092	0	0	49,642	40,792	61,312	58,550	85,306
<b>Parking Revenue</b>	\$ 1,329,295	\$ 1,186,548	\$ 1,282,893	\$ 9,305,064	\$ 9,451,518	\$ 10,237,166	\$ 14,441,372	\$ 16,771,459
Revenue per enplanement	\$ 11.39	\$ 9.03	\$ 9.79	\$ 11.39	\$ 12.93	\$ 13.39	\$ 11.53	\$ 12.67
Transactions		47,336	50,679		301,585	327,940	511,131	557,080
Average transaction		\$ 25.07	\$ 25.31		\$ 31.34	\$ 31.22	\$ 28.25	\$ 30.11
<b>Concession Sales</b>								
Rental Cars		\$ 8,216,238	\$ 6,031,573		\$ 31,347,046	\$ 29,288,152	\$ 58,064,636	\$ 58,114,866
Food and Beverage		\$ 951,053	\$ 1,058,850		\$ 5,222,972	\$ 6,047,171	\$ 8,255,523	\$ 10,197,665
Revenue per enplanement		\$ 7.24	\$ 8.08		\$ 7.15	\$ 7.91	\$ 6.59	\$ 7.70
Retail		\$ 451,739	\$ 516,398		\$ 2,350,933	\$ 2,779,085	\$ 4,024,529	\$ 4,641,775
Revenue per enplanement		\$ 3.44	\$ 3.94		\$ 3.22	\$ 3.64	\$ 3.21	\$ 3.51

## SCHEDULED AIRLINE PASSENGER SERVICE

	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
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	20	13	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	111,736	83.6
Jul23	6	20	14	1,298	41.9	149,717	139,876,606	125,462	83.8
Aug23	6	20	14	1,333	43.0	155,747	144,635,616	130,516	83.8E
Sep23	6	19	14	1,202	40.0	135,091	126,024,544	113,206	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:

			Year-To-Date (net)								
			Week #34-2023	+	Week (-) #38-2023	Week #04-2023	+	Week (-) #34-2023	Week #39-2022		
1	ATL	Atlanta, GA	20	-	-	20	20	2	(2)	20	20
2	BDL	Hartford, CT	-	-	-	-	-	-	-	-	-
3	BWI	Baltimore, MD	33	-	(1)	32	26	11	(5)	32	30
4	MDW	Chicago-Midway	13	-	-	13	12	1	-	13	13
5	ORD	Chicago-O'Hare	34	6	-	40	25	28	(13)	40	31
6	CLT	Charlotte, NC	21	-	-	21	20	3	(2)	21	18
7	DEN	Denver, CO	8	-	(1)	7	-	8	(1)	7	4
8	DTW	Detroit, MI	27	-	(2)	25	28	4	(7)	25	25
9	FLL	Fort Lauderdale, FL	7	-	(2)	5	6	6	(7)	5	4
10	RSW	Fort Myers, FL	-	-	-	-	-	-	-	-	-
11	MIA	Miami, FL	-	-	-	-	1	-	(1)	-	-
12	MSP	Minneapolis, MN	-	-	-	-	-	-	-	-	-
13	MYR	Myrtle Beach, SC	3	-	(1)	2	-	3	(1)	2	2
14	BNA	Nashville, TN	2	-	-	2	3	-	(1)	2	2
15	EWR	Newark, NJ	21	-	-	21	14	13	(6)	21	7
16	LGA	New York, LaGuardia	13	6	-	19	24	6	(11)	19	24
17	MCO	Orlando, FL	15	-	(3)	12	15	7	(10)	12	16
18	SFB	Orlando/Sanford, FL	2	-	(2)	-	2	4	(6)	-	2
19	PHL	Philadelphia, PA	21	-	-	21	20	2	(1)	21	21
20	RDU	Raleigh-Durham, NC	-	-	-	-	-	-	-	-	-
21	PGD	Tampa/Punta Gorda, FL	2	-	-	2	2	5	(5)	2	2
22	TPA	Tampa, FL	2	-	(1)	1	2	8	(9)	1	1
23	PIE	Tampa/St. Pete, FL	2	-	-	2	2	2	(2)	2	2
24	DCA	Washington DC-Reagan	32	-	(12)	20	26	7	(13)	20	25
25	IAD	Washington DC-Dulles	21	-	-	21	21	-	-	21	21
			<b>299</b>	<b>12</b>	<b>(25)</b>	<b>286</b>	<b>269</b>	<b>120</b>	<b>(103)</b>	<b>286</b>	<b>270</b>

July 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
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
Thru Week 23-28	174	15	189	133	41
Thru Week 23-33	174	15	189	134	40
<b>FBO</b>					
Jan22	33	-	33	25	8
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
Thru Week 23-33	36	2	38	31	5
<b>ACAA</b>					
Jan22	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	-
Thru Week 23-28	20	3	23	20	-
Thru Week 23-28	20	3	23	20	-
<b>Total</b>					
Jan22	218	18	236	177	41
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
Thru Week 23-28	230	20	250	185	45

**Week 22 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	15 (0 LOA)	14	
20 Terminal-Custodial(b)	35	1	36	27 (1 LOA)	8	
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	7	
30 Parking – Shuttle (b)	12	1	13	10 (0 LOA)	2	
32 Landside	-	-	-	-	-	
41 Operations (b)	18	-	18	17 (0 LOA)	1	
42 ARFF (c)	23	-	23	21 (0 LOA)	2	
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	9*	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	185	45	

<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
Thru week 23-33	188	2	5	185

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

## **AGENDA ITEM NO. 5**

### **Project Development**



## PROJECT STATUS REPORT

September 18, 2023

### I. AIRSIDE IMPROVEMENTS

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

Fennick McCredie Architecture will be the project designers. Fennick McCredie continues the design including the placement of security measures for the area. FM has submitted the 90% drawings to ACAA for review. The design continues and FM have made several site visits to gather more information to enhance the design. The design is on track to be completed by mid October 2023.

#### B) Air Cargo Pavement Rehabilitation (Contract S-22-1114)

This project was awarded to Jersen Construction and Passero Associates is doing the Construction Inspection (C.I.) for the project. Jersen completed forming and placing reinforcement for the new concrete slabs which have all been poured. A crew paved the asphalt around the perimeter of the site. The drainage pipe lining is scheduled for the end of September. Passero continues to coordinate the work with Airport Operations and UPS.

#### C) Airport Access Gates and Gate Controllers (Contract S-23-1146)

The project was awarded to Access Anvil Corp., and their contracts were executed. Access Anvil has begun the submittal and purchasing process. Work is expected to begin onsite this Fall. C & S Engineering designed the perimeter security fence access gates project. They prepared a comprehensive report, which outlined the need for repair or replacement of motorized and swing gates. C & S has submitted a proposal for the Construction Inspection (C.I.) of the project, which is an action item for this meeting.

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

Callanan Industries was awarded the contract last year. Collier Engineering is the inspection firm. Callanan Ind. has the milling and paving of one adjoining taxiway and they are working with their electrical subcontractor to install new PAPI's and replace the centerline lines which are currently on back order. Callanan plans to be back onsite in early October 2023 to complete all paving work.

### **Hangar #1 Painting (Contract 1151-GC)**

Quality Paint was awarded the contract. A Pre-Construction meeting was held and Quality Paint submitted a work plan including containment of overspray. Work will begin late September, weather permitting.

### **Million Air Hangar Roof Replacement (Contract 1145-GC)**

Titan Roofing was awarded the contract. The crew has mobilized and begun removal of the stone ballast from the roof. The crew will install the new roof on the hangar and then the lower roof over the office area. Work will be completed this Fall.

## **II. LANDSIDE IMPROVEMENTS**

### **A) Air Traffic Control Tower (Contract 1013-R & M)**

The FAA as part of the lease renewal, requested some upgrades to their facility. The roof replacement project (1013-R) was bid in mid-May 2023 and Titan Roofing plans to have the roof work completed this year. The HVAC system upgrade, was bid as two projects (Mechanical & Electrical) as multiple projects (1013 HVAC-M & 1013 HVAC-E) Collett is the mechanical contractor and they have begun purchasing of long lead materials and they will supply a work schedule once they have delivery dates. Kasselmann Electric has been coordinating with Collett Mech. set up a work schedule.

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

Hewitt & Young Electric is continuing the installation of the new Terminal Fire alarm system. A Final walk thru was done with RAN Engineering, Hewitt & Young and Albany County Code Enforcement to develop a punch list which is being completed. The project is in the close out process.

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

CHA and their design team has completed the construction drawings for bid packages #4. CHA's design team has been responding to RFI's for Bid package #4 to meet the time schedule. Bid packages #1 Elevators and escalators, #2 Sitework, Demo and Foundations & #3 Electrical and Mechanical Equipment contracts have all been executed. Pre-Construction meetings have been held for Contracts #1, 2 & 3. Kone completed removal of the escalators in the garage rotunda and MLB has begun mobilization onto the site. CHA continues with the design for Bid packages #5 TSA equipment relocate and #6 Interior Furnishings.

**D) Main Terminal Concourse B Escalator Replacement (Contract 1047-GC)**

The escalators in B concourse have been nonoperational since the ground boarding gates were taken out of service. Wainschaf the contractor on this project has been reengaged to complete this contract replacing the two escalators in B-Concourse. The temporary partitions were installed on the west side and the existing escalator was removed. Installation of the new escalator unit is scheduled to be done by the end of September and then the east side unit replacement will be started with a completion date in early November.

**E) New In-Line Checked Baggage Inspection System (CBIS) (S-22-1139)**

As part of the TSA's efforts to streamline their operations, the TSA is offering grants for the design of a new In-Line Checked Baggage Inspection System to replace the current individual airline baggage inspections. The Board approved the contract award to VTC and their scope and fee proposal was accepted by the TSA. VTC and their subcontractors have been onsite numerous times to access which type of the 5 different systems available will work the best for the Airport, with the least amount of disruption to the existing operations.

**AGENDA ITEM NO. 6**

**Counsel**

**AGENDA ITEM NO. 7**

**Concessions/Ambassador Program**





Monday, September 18, 2023

## Concessions & Ambassador Program Report

Minority Percentages in the Concessions' Workforce

Date	min/total	HMSHost	OHM	Paradies	Dunkin
August 2022	70/115=61%	19/41=46%	38/46= 82%	9/21=43%	4/7=57%
September 2022	65/112=58%	19/43=44%	28/40=70%	14/22=63%	4/7=57%
October 2022	68/120=56%	28/55=50%	21/33=63%	14/24=58%	5/8=62%
November 2022	74/127=58%	28/55=50%	32/42=76%	9/22=40%	5/8=62%
December 2022	70/132=53%	23/55=42%	35/48=73%	8/22=36%	4/7=57%
January 2023	64/130=49%	23/53=43%	31/47=66%	7/24=29%	3/6=50%
February 2023	61/121=50%	17/39=43%	33/53=63%	8/23=34%	3/6=50%
March 2023	65/116=56%	18/41=44%	36/47=77%	8/22=36%	3/6=50%
April 2023	76/128=59%	21/44=48%	45/58=78%	7/20=35%	3/6=50%
May 2023	84/145=58%	28/60=47%	45/57=79%	8/22=36%	3/6=50%
June 2023	79/143=55%	25/58=42%	44/55=80%	8/24=33%	2/6=33%
July 2023	86/144=60%	26/54=48%	48/58=83%	9/26=34%	3/6=50%
August 2023	75/118=64%	26/46=57%	33/39=85%	13/27=48%	3/6=50%

Concession Revenue for the first seven months (January – July) of 2023 has a 14.2% increase over 2022.

2022           \$7,573,907.

2023           \$8,826,256.

Enplanements for the same time period - \$8,826,256/764,425 = \$11.55 per enplanement



## Ambassador Program 2023 Totals

<b>Tours</b>												<b>YTD</b>
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
0	0	0	4	3	2	0	0					9

<b>Canines</b>												
3654	4009	4569	4960	4255	3752	4122	3272					32,593

<b>Ambassador Hours</b>												
774	745	792	1011	947	881	752	865					6767

<b>Guests Served</b>												
4417	5677	7843	6134	10,822	9506	12,562	9502					66,463

<b>Ambassador Shifts</b>												
258	226	267	229	270	264	244	258					2016

<b>Business Center</b>												
134	126	166	156	182	168	185	248					1365

## **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**

**Service Contract:      Service Contract No. SC-23-  
1156 Snow Removal Services**

**Peter Luizzi & Bros. Contracting Inc.  
857 1st Street  
Watervliet, New York 12189**

AGENDA ITEM NO: 10.1  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**        *Finance*

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

**PURPOSE OF REQUEST:**

**Service Contract:**    *Service Contract No. SC-23-1156 Snow Removal Services*

*Peter Luizzi & Bros. Contracting Inc.  
857 1<sup>st</sup> Street  
Watervliet, New York 12189*

**CONTRACT AMOUNT:**

Contract Amount (estimated*):	2024	\$178,574
	2025	178,574
	2026	189,456
	2027	193,844
	2028	<u>193,844</u>
		\$934,292

\*(Estimate is based on 2022 amount totals.)

**BUDGET INFORMATION:**

*Anticipated in Current Budget:*    Yes  No         NA

*Funding Account Number:*        24-53050-10-0000  
24-53050-30-0000  
24-53050-32-0000  
24-53050-61-0000

**JUSTIFICATION:**

*A Request for Competitive Proposals for Snow Removal Services was issued on July 20, 2023 and Pre-Proposal Meeting was held on August 10, 2023. Proposers were requested to propose a two-year term with three (3) one-year options at the following seven (7) locations:*

- 1. Airport Ramp Areas;*
- 2. Parking Lots;*
- 3. Hangar Roads, Industrial Park & Parking Areas;*
- 4. Remote Areas;*
- 5. T-Hangars;*
- 6. E-Parking Lot; and*
- 7. Million Air.*

AGENDA ITEM NO: 10.1  
MEETING DATE: September 18, 2023

*The Authority received three (3) proposals on August 22, 2023 and an evaluation committee reviewed the three (3) proposals. The evaluation committee selected Peter Luizzi & Bros. Contracting Inc. as the qualified proposer that offered the best value. A request is also made to enter into a two (2) year contract and allow the Chief Executive Officer to authorize three (3) optional one (1) year contract extensions*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to attached*

- 1. Recommendation Memo; and*
- 2. Proposal Certification.*



**MEMORANDUM**

TO: Michael Zonsius  
Chief Financial Officer

FROM: Katie Kane  
Deputy Purchasing Agent

DATE: September 8, 2023

RE: Recommendation of Award Contract # SC-1156  
Snow Removal Services

---

On August 22, 2023, three proposals were received for Snow Removal Services at various locations at Albany International Airport. There were seven locations available to propose on. The proposer had the ability to submit for as many of the locations as they desired and the Airport Authority reserved the right to award each location separately.

The evaluation committee met and discussed the proposals received and scored them on the evaluation criteria outlined in the RFP. Peter Luizzi & Bros. Contracting, Inc. received the highest score. Therefore, recommendation for award is made to Peter Luizzi & Bros. Contracting, Inc.

Upon approval, an award letter and service contract will be sent.

**Contract #SC-1156**

**Snow Removal Services**

<b>Company Name</b>	McCarey Landscaping, Inc.	Snow Systems	Peter Luizzi & Bros Contracting Inc.
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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  
Bobbi Matthews,  
Purchasing Agent

Sworn to before me this 25<sup>th</sup> day of Aug, 2023.

Elizabeth M. Charland  
Notary Public

ELIZABETH M. CHARLAND  
Notary Public, State of New York  
Qualified in Albany County  
No. 4931456, 5/31/26  
Commission Expires

## Liz Charland

---

**From:** Bobbi Matthews  
**Sent:** Thursday, August 31, 2023 1:45 PM  
**To:** Michael Zonsius  
**Cc:** Todd Pennington; Carmiena Brooks; Chris Pasquini; Kathryn Kane; Katherine Mahoney; Ray Camilli; Liz Charland  
**Subject:** Snow Removal Services / Contract # SC-1156/ Evaluation  
**Attachments:** SC-1156 RFP-Luizzi.pdf; SC-1156 Certified Copy.pdf

Evaluation Summary for Contact # SC-1156 Snow Removal Services.  
Three proposals received 8/22/23.

Highest Possible Score: 500

Snow Systems:	430.9
McCarey Landscaping:	273.5
Peter Luizzi & Bros:	495

The proposer receiving the highest evaluation score is Peter Luizzi & Bros. Contracting Inc.

**Bobbi Matthews**  
Purchasing Agent



**Phone: (518) 242-2213**  
**Fax: (518) 242-2640**  
Email: [BMatthews@albanyairport.com](mailto:BMatthews@albanyairport.com)  
**AlbanyAirport.com**

**AGENDA ITEM NO. 10.2**

**Issue Purchase Order for Purchase of Materials at  
Fixed Cost Option**

AGENDA ITEM NO: 10.2  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**        *Finance Department*

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

**PURPOSE OF REQUEST:**

*Issue Purchase Order for Purchase of Materials at Fixed Cost Option*

**CONTRACT AMOUNT:**

Total Contract Amount:    *\$1,176,250 (estimated usage)*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No     NA      
Funding Account Number: 51109.60.0000 / 51111.60.0000

**JUSTIFICATION:**

*Request is made to approve the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. Type I and Type IV glycol is used in two ways: 1) for resale to the commercial airlines for their own use and 2) for use in deicing services performed by Million Air for commercial airlines that do not deice their own aircraft and other general aviation customers. The resale of glycol to airlines that do their own deicing is at cost plus 30 cents per gallon flowage fee and a \$2.30/gallon glycol recovery fee. Deicing services performed by Million Air are priced at cost plus \$5.50 a gallon and a \$2.30/gallon Airport glycol recovery fee to the airlines which the cost of owning and operating the deicing equipment and staff required to perform the deicing service. The glycol recovery fee covers part of the cost of treating glycol contaminated water collected from the runoff.*

*Competitive price quotes were received from two vendors who supply Type I and Type IV glycol. Ascent Aviation Group, Inc. stores the deicing fluids in Albany for easy and quick transport during snow events. Ascent Aviation Group, Inc. has provided the current product and will require no change in product. The prices for this current year have decreased due to availability of raw materials. 2020 and 2021 saw an increase in pricing due to a shortage of raw materials but finally prices are coming back down. Ascent's price is \$4,500 higher than the lowest price from Cryotech Deicing Technology but the cost of a product change will be much higher than the \$4,500 savings.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.2  
MEETING DATE: September 18, 2023

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

*A standard purchase order will be issued.*

**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 quote summary, quote form issued with response from Ascent Aviation Group, Inc.*

Albany County Airport Authority  
 Quote 23-0810 August 10, 2023  
 Quote Results for Winter Season 2023-2024

	Est Usage	Current Product/Pricing	Ascent Aviation Group, Inc. Year 1	Cryotech Deicing Technology Year 1
Type I	100,000	\$ 16.29	\$ 9.79	\$ 9.59
Type I Product		UCAR PG Conc ADF	UCAR PG Conc ADF	Cryotech Polar Plus LT
Type IV	25,000	\$ 11.29	\$ 7.89	\$ 8.51
Type IV Product		UCAR Flighguard AD-49	UCAR Flightguard AD-49	Cyrotech Polar Guard Xtend
Total Est. Annual Cost			\$ 1,176,250	\$ 1,171,750
Delivery Time			48 Hours	48 Hours

**AGENDA ITEM NO. 10.3**

**Purchase Four (4) Airport Shuttle Buses**

**NYS State Contract Number:**

**PC69530 SB**

**Coach and Equipment Bus Sales**

**Penn Yan, NY 14527**



AGENDA ITEM NO: 10.3  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Finance*

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

**PURPOSE OF REQUEST:**

*Purchase Four (4) Airport Shuttle Buses*

*NYS State Contract Number: PC69530 SB  
Coach and Equipment Bus Sales  
Penn Yan, NY 14527*

**CONTRACT AMOUNT:**

Contract Amount (estimated): *\$624,252.76*

**BUDGET INFORMATION:**

*Anticipated in Current Budget: Yes ✓ No      NA       
Budget GL Account Number: 23-79400-71-0000  
24-79400-71-0000*

*The vehicles will ultimately reside in GL Account 00390-90-2022.*

**JUSTIFICATION:**

*Authorization is requested to purchase four (4) CNG passenger shuttle buses from Coach and Equipment Bus Sales under contract awarded by the State of New York at a total cost of \$624,252.76. These buses will replace the four (4) P14, P15, P16, and P18 that have a combined total and average age of 49.9 years and 12.5 years, respectively.*

*Budget Year 2024 is the anticipated delivery date for all four (4) vehicles..*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.3  
MEETING DATE: September 18, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to attached*

1. *State Contract Proposal*

**LOT G BUSES : Dual Rear Wheel Cutaway 16 Passenger (14A/2WC)**  
**New York STATE OGS Group 40523**  
**Award Number: 23170**  
**Contract Number: PC69530 SB**

**Vendor** Coach and Equipment Bus Sales  
1 Keuka Business Park  
Penn Yan, NY 14527  
(315) 694-7154 - Office  
  
NYS Vendor ID: 1000015441

**Coach and Equipment Bus Sales: CONTACTS**

**Western NY State: David Delforte**

Email Address: Ddelforte@coachandequipment.com  
Phone Number: (585) 455-7715

Sales Territory: Allegany, Cattaraugus, Cayuga, Chataqua, Chemung, Chenango, Cortland, Erie, Genesee, Herkimer, Livingston, Monroe, Niagara, Onondaga, Orleans, Ontario, Seneca, Schuyler, Steuben, Tioga, Tompkins Oswego, Wayne, Wyoming, Yates

**Eastern NY State: Ed Gallagher**

Email Address: Egallagher@coachandequipment.com  
Phone Number: (585) 369-5454

Sales Territory: Albany, Bronx, Broome, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Jefferson, Kings, Lewis, Madison, Montgomery, Nassau, Oneida, Orange, Otsego, Putnam, Queens, Rensselaer, Rockland, Saratoga, St. Lawrence, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, Warren, Washington, Westchester

**Order Instructions**

**Tab 1** Vendor Contact Information/Instructions  
**Tab 2** Base Vehicle Equipment List Lot G (14A 2WC)  
**Tab 3** Base Vehicle Floorplan and Optional Vehicle Floorplans  
**Tab 4** 3 Step Foldaway Selection and Upholstery Color Selection  
**Tab 5** Lettering and Graphics Selection  
**Tab 6** Optional Equipment and Additional Options (Not Covered by New York State Grant)  
**Tab 7** Order Summary

To complete and submit your order for production; Shepard Bros requires that all sections in "BLUE" be filled out in their entirety. See below for Step by step instructions

All items in "Red" are important points of information concerning your vehicle and equipment selections.

**Step 1** Review Base Vehicle Equipment and Floorplans Tab  
**Step 2** Make Floorplan Selection and Upholstery Color Selection  
**Step 3** Provide Operator Name and Fleet Numbers, Select Stripe Color (If Desired)  
**Step 4** Make Any Optional Equipment Selections (Not Covered By New York State Grant)  
**Step 5** Review Order Summary Page  
**Step 6** Email completed Worksheet to Corresponding Sales Person within Two Weeks  
**Step 7** **Receive Confirmation email from salesperson noting receipt of order and estimated delivery date**

LOT G BUSES : Dual Rear Wheel Cutaway 16 Passenger (14A/2WC)  
New York STATE OGS Group 40523  
Award Number: 23170  
Contract Number: PC69530 SB

BASE BUS (16 PASSENGER, 14 AMBULATORY AND 2 WC PASSENGER) COACH & EQUIPMENT PHOENIX EQUIPMENT LISTING:  
THE FOLLOWING OPTIONS ARE INCLUDED IN THE BASE BUS

FORD E450

- 1 FORD E450 CUTAWAY CHASSIS
- 1 OXFORD WHITE
- 1 176" WHEELBASE
- 1 DUAL REAR WHEEL
- 1 FRONT DASH HEAT/AC
- 1 7.3L V8 ENGINE
- 1 6 SPEED ATUOMATIC TRANSMISSION
- 1 SHUTTLE BUS PREP PACKAGE
- 1 14,500 GVWR
- 1 CHROME FRONT BUMPER
- 1 MEDIUM FLINT POWER CLOTH DRIVER'S SEAT
- 1 50-STATE EMISSIONS
- 1 AM/FM/BLUETOOTH RADIO 2 PASSENGER COMPARTMENT SPEAKERS AND DOOR SPEAKER
- 1 225-AMP ALTERNATOR
- 1 DUAL BATTERIES
- 1 16" WHITE WHEELS
- 1 55 GALLON FUEL TANK
- 1 DAYTIME RUNNING LIGHTS

CHASSIS OPTIONS

- 1 REROUTE EXHAUST TO STREET SIDE WITH TURN DOWN
- 1 BATTERY DISCONNEXT LOCATED IN THE BATTERY BOX
- 1 STAINLESS STEEL BATTERY BOX WITH STAINLESS STEEL BATTERY SLIDE OUT TRAY

BODY

- 1 25' COACH & EQUIPMENT PHOENIX BODY
- 1 PRE-PAINTED WHITE STEEL EXTERIOR SKINS
- 1 ELECTRIC DOOR CONTROL
- 1 T-LATCH HOLD-OPEN FOR LIFT DOOR
- 1 EMERGENCY DOOR WITH LOWER GLASS
- 1 32"ENTRY DOOR STAINLESS STEEL FRAME + STEPWELL
- 1 EMERGENCY DOOR -STAINLESS STEEL FRAME
- 1 STAINLESS STEEL LIFT DOOR FRAME
- 1 LIFT DOOR- PUSH BUTTON LOCK
- 1 EMERGENCY DOOR - NON-LOCKING HANDLE
- 1 EMERGENCY DOOR VANDAL LOCK LATCH WITH STARTER INTERRUPT
- 1 STAINLESS STEEL REAR BUMPER WITH REVERSE SENSOR KIT
- 1 FRONT MUD FLAPS
- 1 REAR MUD FLAPS
- 1 REAR TOW HOOKS
- 1 LIGHTHOUSE STEPWELL HEATING MAT
- 1 CHECKMATE CHILD MINDER SYSTEM
- 1 DRIVER'S STORAGE COMPARTMENT

FLOORING

- 1 3/4 MARINE GRADE PLYWOOD SUBFLOOR
- 1 STEEL OR ALUMINUM BELLY PAN
- 1 RCA COLORED FLOOR RUBBER - LIGHT GRAY
- 1 YELLOW STEP NOSING

INTERIOR CLIMATE CONTROL

- 1 DUAL REAR HEATERS 60K AND 65K BTU - 2 SPEED
- 1 HEATER SHUT OFF VALVES
- 1 DRIVER'S FAN
- 1 MCC AC-7W13-MAX AC SYSTEM UP TO 70,000 BTU AIR CONDITIONING SYSTEM (DUAL COMPRESSOR)

INTERIOR LIGHTING

- 4 LED DOME LIGHTS IN PASSENGER AREA
- 1 LED SWIVEL DONE LIGHT FOR DRIVER

EXTERIOR LIGHTING

- 1 LED MIDSHIP TURN SIGNALS
- 1 LED EXTERIOR MARKER, CLEARANCE, TAIL, BRAKE LIGHTS
- 1 LED THIRD BRAKE LIGHT
- 1 ADA LIGHTING PACKAGE

MIRRORS

- 1 INTERIOR MIRROR 6"X30" ABOVE DRIVER
- 1 EXTERIOR ROADSIDE STAINLESS STEEL ARM WITH REMOTED AND HEATED GLASS
- 1 EXTERIOR CURBSIDE STAINLESS STEEL ARM WITH REMOTED AND HEATED GLASS
- 1 INTERIOR REAR VIEW MIRROR - CHASSIS OEM WINDSHIELD MOUNTED

SAFETY

- 1 ROOF HATCH
- 1 EMERGENCY DOOR AJAR BUZZER
- 1 BACK UP ALARM
- 1 2.5LBS ABC DRY CHEMICAL FIRE EXTINGUISHER
- 1 SEAT BELT CUTTER
- 1 ICC REFLECTORY KIT
- 1 10 UNIT 1ST AID KIT
- 1 FIRE BLANKET

HANDRAILS, STANCHIONS, AND PADDING

- 1 RIGHT HAND GRAB RAIL TO LOWER STEPS - YELLOW
- 1 LEFT HAND GRAB RAIL TO LOWER STEPS - YELLOW
- 1 DRIVER'S STANCHION AND PLEXIGLASS BARRIER - YELLOW
- 1 PADDED DRIVER'S MODESTY PANEL
- 1 PADDED ENTRY WAY MODESTY PANEL
- 2 CEILING HANDRAILS
- 1 LIFT BARRIER WITH STANCHION

WHEELCHAIR LIFT AND TIE DOWNS

- 1 BRAUN CENTURY 1000# LIFT CAPACITY
- 1 INTERMOTIVE ADA INTERLOCK SYSTEM
- 2 L-TRACK TIE DOWN SECUREMENT MOUNTED TRANSVERSE IN VEHICLE
- 2 Q-STRAINT QRT 360 TIE DOWN SYSTEM

SEATING

- 14 LEVEL 3 VINYL SEAT COVERING - LIGHT GRAY
- 14 FTA SEAT FOAM
- 7 FREEDMAN GO-ES DOUBLE SEAT WITH INEGRATED 3PT SEAT BELT
- 2 SEAT BELT EXTENSION
- 7 GO-ES ARM REST
- 13 GO-ES GRAB HANDLE (BLACK)

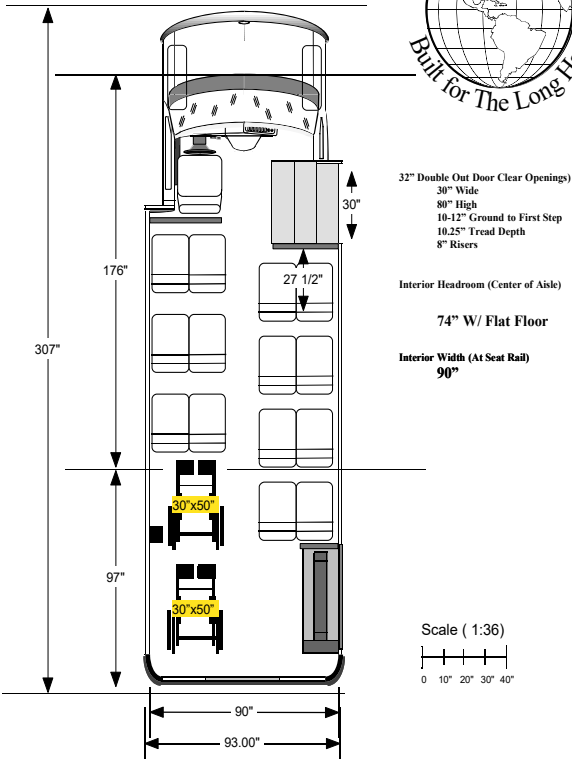
MISC

- 1 DELIVERY FOB END USER
- 1 WHEEL ALIGNMENT
- 1 6" BELT LINE STRIPE AND AGENCY LETTERING
- 1 EXTERIOR AND INTERIOR REQUIRED NYS DOT SIGNAGE
- 1 EXTERIOR AND INTERIOR ADA SIGNAGE

Shown below is Base Model Floorplan (Shown with optional body extension package, a \$0 cost selection and 0 Foldaway Seats)

# Phoenix

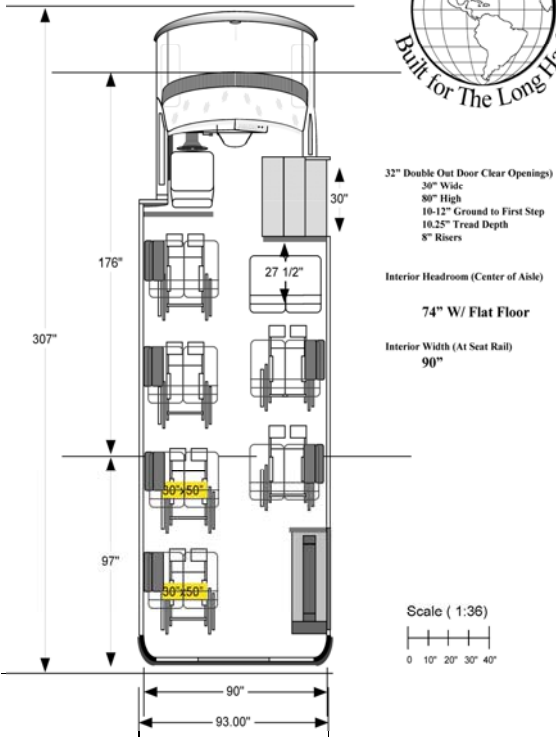
Ford 176" Wb  
 DRW



Shown Below is Base Model Floorplan with 4 Additional wheel chair positions and 5 Foldaway seats and the optional body extension package

# Phoenix

Ford 176" Wb  
 DRW



Not available with Continuous L Track Options  
 More wheel chair and foldaway seat combination shown on the next page

**INTERIOR SEATING WORKSHEET**

**CLICK ON CELL OR USE TAB BUTTON TO ADVANCE TO NEXT AVAILABLE OPTION**

**PURCHASE ORDER #:**

THE AMERICAN WITH DISABILITIES ACT REQUIRES A MINIMUM OF 2 WHEELCHAIR POSITION BE PROVIDED IN ANY VEHICLE OVER 22' IN LENGTH AND ALL WHEELCHAIR TIE DOWN SYSTEMS BE ADJUSTABLE. ALL WHEELCHAIR POSITIONS WILL BE FORWARD FACING AND WILL ACCOMMODATE A VARIETY OF WHEELCHAIR SIZES BUT MAY NOT ACCOMMODATE ALL. THE BASE VEHICLE DOES NOT HAVE THE ABILITY TO TRANSPORT SCOOTERS. PLEASE USE THE CHART BELOW TO DETERMINE THE VEHICLE CONFIGURATION. ADDING ADDITIONAL WHEELCHAIR CAPACITY MAY AFFECT FINAL SEATING CAPACITY.

	<b># of Fixed Double Seats/Amb. Pass</b>	<b>Number of Wheel Chairs</b>	<b>Maximum Number Of Foldaways Possible</b>
Base Model	<b>7 Seats/14 Pass</b>	<b>2</b>	<b>1</b>
Base Model with 1 Additional WC Postion	<b>5 Seats/10 Pass</b>	<b>3</b>	<b>3</b>
Base Model with 2 Additional WC Postion	<b>4 Seats/ 8 Pass</b>	<b>4</b>	<b>4</b>
Base Model with 3 Additional WC Postion	<b>2 Seats/ 4 Pass</b>	<b>5</b>	<b>5</b>
Base Model with 4 Additional WC Postion	<b>1 Seat / 2 Pass</b>	<b>6</b>	<b>6</b>

**SELECT ONE:**

**# FOLD AWAY SEATS (Place Quantity Per Chart Above, Put "0" if not interested)**

<input type="checkbox"/> Base Model	<input type="text"/>
<input type="checkbox"/> Base Model with 1 Additional WC	<input type="text"/>
<input type="checkbox"/> Base Model with 2 Additional WC	<input type="text"/>
<input type="checkbox"/> Base Model with 3 Additional WC	<input type="text"/>
<input type="checkbox"/> Base Model with 4 Additional WC	<input type="text"/>

**NOTE:**

**SELECTION OF CONTINUOUS L TRACK OPTION LIMITS FOLDAWAY SEAT PLACEMENT TO A SINGLE SIDE OF THE BUS. MAKING SOME CONFIGS SHOWN ABOVE UNAVAILABLE**  
**MAXIMUM SEATING CAPACITY IS GOVERNED BY CHASSIS GVWR.**  
**OPTIONAL EQUIPMENT SELECTED MAY LIMIT TOTAL PASSENGER CAPACITY.**  
**ALL ORDERS ARE SUBJECT TO A DETAILED WEIGHT ANALYSIS PRIOR TO FINAL CONFIRMATION.**

**UPHOLSTERY SELCTION WORKSHEET**

**UPHOLSTERY SELECTION**

FABRIC TYPE: LEVEL 3 VINYL. MODEL TYPE: PREDICTIONS & CAMEO. STANDARD COLOR IN ALL BASE BUSES IS LIGHT GRAY (MISTY BAY)

ALTERNATIVE COLOR OPTIONS OTHER THAN LIGHT GRAY (PLEASE CHOOSE (1) IF DESIRED):

CAMEO IVY GREEN #588 <input type="checkbox"/>	CLARET BURGUNDY #607 <input type="checkbox"/>
PREDICTIONS INDIGO BLUE #612 (DARK BLUE) <input type="checkbox"/>	CLIPPER BLUE #600 <input type="checkbox"/>
PREDICTIONS SILVER SURF #595 (LIGHT GRAY) <input type="checkbox"/>	

**\*\*\*DRIVER SEAT WILL BE COVERED IN STANDARD GRAY CLOTH OF CHASSIS OEM MFG UNLESS ORDERED OTHERWISE FROM THE OPTIONAL EQUIPMENT LIST**  
**FABRIC COLORS CAN BE SEEN AT [WWW.FREEDMANSEATING.COM](http://WWW.FREEDMANSEATING.COM)**

Please Contact Coach and Equipment Bus Sales With Any Questions

LOT G BUSES : Dual Rear Wheel Cutaway 16 Passenger (14A/2WC)  
New York STATE OGS Group 40523  
Award Number: 23170  
Contract Number: PC69530 SB

**LETTERING AND GRAPHIC WORKSHEET**

**CLICK ON CELL OR USE TAB BUTTON TO ADVANCE TO NEXT AVAILABLE OPTION**

**PURCHASE ORDER #:** \_\_\_\_\_

**LETTERING**

THE FOLLOWING LETTERING IS PROVIDED UNDER CONTRACT

\*\*\*\*\*LETTERING COLOR WILL BE BLACK UNLESS OTHERWISE REQUESTED\*\*\*\*\*

**NAME OF OPERATOR - 3" HIGH LETTERS ON BOTH SIDES - BLOCK LETTERING**  
**VEHICLE FLEET NUMBERS - 3" HIGH PER NYS DOT REQUIREMENTS**  
**VEHICLE CAPACITY - 1 1/2" HIGH LETTERS**

PLEASE INDICATE UPPER OR LOWER CASE BY PRINTING OR TYPING BELOW EXACTLY HOW LETTERING SHOULD APPEAR

**NAME OF OPERATOR:** \_\_\_\_\_

**VEHICLE FEET NUMBERS:** \_\_\_\_\_

*QUOTATIONS CAN BE PROVIDED FOR ANY ADDITIONAL LETTERING, STRIPING PACKAGES, COLORS, OR CUSTOM EXTERIOR GRAPHICS. PLEASE CONTACT COACH AND EQUIPMENT BUS SALES FOR CUSTOM PRICING*

**EXTERIOR STRIPE**

 <b>Black</b>	 <b>Cardinal Red</b>	 <b>Dark Green</b>	 <b>Vivid Blue</b>	 <b>Sapphire Blue</b>
____ Black ____ Cardinal Red ____ Dark Green		____ Vivid Blue ____ Sapphire Blue ____ No Stripe		

*QUOTATIONS CAN BE PROVIDED FOR ANY ADDITIONAL LETTERING, STRIPING PACKAGES, COLORS, OR CUSTOM EXTERIOR GRAPHICS. PLEASE CONTACT COACH AND EQUIPMENT BUS SALES FOR CUSTOM PRICING*

**PLEASE CONTACT COACH AND EQUIPMENT BUS SALES WITH ANY QUESTIONS**



**LOT G BUSES : Dual Rear Wheel Cutaway 16 Passenger (14A/2WC)  
New York STATE OGS Group 40523  
Award Number: 23170  
Contract Number: PC69530 SB**

**Additional Options available on your vehicle NOT provided under the Base State contract  
Items in the below section will require an additional agency purchase order and not eligible for reimbursement using state funds**

**CLICK ON CELL OR USE TAB BUTTON TO ADVANCE TO NEXT AVAILABLE OPTION**

**PURCHASE ORDER # \_\_\_\_\_**

**Ford Extended Chassis Warranty Plans**

These plans are offered directly from Ford Motor Company. This is not a 3rd Party extended warranty offered by an anonymous company. There warranty plans are honored by ALL Ford dealers and provide the ability to cover up to 500 chassis components under warranty up to 7 years or 150,000 miles.

Powertrain Care: 29 Critical Components: All Vehicle Types 7yr / 150,000 Miles	\$4,878.00	X	_____	=	_____	\$0.00
Premium Care: 500+ Major Components Covered: All Vehicle Types 7yr / 150,000 Miles	\$6,504.00	X	_____	=	_____	\$0.00

**Additional Chassis Options**

Automatic Idle Start & Stop - idle timer shutdown	\$1,062.00	X	_____	=	_____	\$0.00
Single L.E.D. engine compartment light	\$220.00	X	_____	=	_____	\$0.00
Dual L.E.D. engine compartment light	\$328.00	X	_____	=	_____	\$0.00
Road speed governor - preset for 65mph or 75 mph (Special Order Chassis, V	\$350.00	X	_____	=	_____	\$0.00
Stainless steel wheel inserts - set of 4	\$641.00	X	_____	=	_____	\$0.00
Brake Max - uses engine to assist in braking	\$1,565.00	X	_____	=	_____	\$0.00
Park Crank Only - prohibits starting in neutral	\$297.00	X	_____	=	_____	\$0.00
Valve stem extensions - DRW chassis only	\$83.00	X	1	=	_____	\$83.00
Helms chassis service manual - CD (complete, all systems)	\$420.00	X	_____	=	_____	\$0.00

**Suspension Options**

Super Spring helper suspension	\$1,275.00	X	_____	=	_____	\$0.00
Mor-Ryde RS Suspension	\$1,790.00	X	_____	=	_____	\$0.00

**Body Options**

Additional Emergency Exit windows - per 2 windows	\$129.00	X	_____	=	_____	\$0.00
Sealed edges of plywood subfloor	\$153.00	X	_____	=	_____	\$0.00
Cove floor rubber (not available with RCA floor rubber)	\$757.00	X	_____	=	_____	\$0.00
Upholstered ceiling - light gray hull liner	\$746.00	X	_____	=	_____	\$0.00
Upholstered wall - hull liner ceiling to base of window	\$613.00	X	_____	=	_____	\$0.00
Carpeted side wall - base of window to floor	\$466.00	X	_____	=	_____	\$0.00
Epoxy - Internal Structure Corrosion Protection	\$1,302.00	X	1	=	_____	\$1,302.00
Altro transit flooring	\$1,295.00	X	_____	=	_____	\$0.00
"Watch Your Step" imbedded into flooring of the top step, in yellow print (Altro Floor Only)	\$392.00	X	_____	=	_____	\$0.00
Window black out - sides	\$1,524.00	X	_____	=	_____	\$0.00
Window black out - sides & rear	\$2,114.00	X	_____	=	_____	\$0.00
Full body paint - one color	\$7,800.00	X	_____	=	_____	\$0.00
Transition panel stone guards	\$155.00	X	_____	=	_____	\$0.00
Double out wheelchair lift doors with windows	\$390.00	X	_____	=	_____	\$0.00
Loop hold open device for lift door / panel	\$85.00	X	_____	=	_____	\$0.00

**Driver Convenience Accomodations**

Passenger Entrance Door Key Fob (Opens/Closes Door From Fob)	\$242.00	X	_____	=	_____	\$0.00
Driver coat hook	\$29.00	X	1	=	_____	\$29.00
Recaro LXS ergonomic driver seat: lumbar & head rest ILO OEM	\$2,825.00	X	_____	=	_____	\$0.00
Recover OEM Ford driver seat to match interior seats	\$422.00	X	_____	=	_____	\$0.00
Roadside or Curbside Cross View mirror - price per side	\$370.00	X	_____	=	_____	\$0.00

**Heating/Cooling Options**

Branch guard for roof top condensers	\$1,008.00	X	_____	=	_____	\$0.00
Additional heater 35K BTU	\$476.00	X	_____	=	_____	\$0.00
Additional heater 45K BTU	\$635.00	X	_____	=	_____	\$0.00
Auxiliary in line heater pump	\$554.00	X	1	=	_____	\$554.00
Silicon heater hose	\$183.00	X	_____	=	_____	\$0.00
AC condensor winter cover kit	\$176.00	X	_____	=	_____	\$0.00
AC condensor winter cover kit - Any roof-top system	\$116.00	X	_____	=	_____	\$0.00

<b>Radio Options</b>					
AM/FM/CD/PA/Clock radio w/4 speakers in body + 1 Exterior Speaker	\$1,617.00	X		=	\$0.00
2-way radio pre-wire - power, antenna hatch & pull cord	\$335.00	X	1	=	\$335.00
Manual body circuit breakers <b>ILO</b> fuses	\$200.00	X	1	=	\$200.00
Dedicated fused power lead with rocker switch (per lead)	\$175.00	X		=	\$0.00
Amber turn signals	\$262.00	X		=	\$0.00
Thin line LED 3rd brake light in lieu of 4" round light LED 3rd Brake Light	\$217.00	X		=	\$0.00
Flashing 4" amber LED lights in front - operates with lift	\$343.00	X		=	\$0.00
Flashing 4" amber LED lights on rear - operates with lift	\$399.00	X		=	\$0.00

<b>Safety Equipment</b>					
Emergency window ajar buzzers (Per Window)	\$151.00	X		=	\$0.00
Padded stanchions - gray (Lift)	\$112.00	X		=	\$0.00
Padded stanchions - optic yellow (Lift)	\$150.00	X		=	\$0.00
Body fluid cleanup kit	\$61.00	X		=	\$0.00
25 unit First Aid kit <b>ILO</b> standard 10 unit kit	\$100.00	X		=	\$0.00
5# ABC fire extinguisher <b>ILO</b> 2.5# extinguisher	\$221.00	X	1	=	\$221.00
Chock blocks	\$119.00	X		=	\$0.00

<b>Passenger Safety Accommodations</b>					
Granny bar - vertical grab rail Yellow Dura-diamond	\$302.00	X		=	\$0.00
Wall mounted handhold at fixed seat location 6" BLACK- (Cost is Per Handle)	\$18.00	X		=	\$0.00
Standee Line - defines maximum forward standing location	\$42.00	X	1	=	\$42.00
Lexan "SEE THRU" lift barrier for better rear visibility	\$337.00	X		=	\$0.00

<b>Lift and Wheelchair Securement Option Upgrades</b>					
Braun retractable belt for lift platform	\$168.00	X		=	\$0.00
Q One - Q' Straint (stand alone position)	\$5,715.00	X		=	\$0.00
Q One - Q' Straint (replacing existing position)	\$4,230.00	X		=	\$0.00

<b>Farebox/Donation Box</b>					
Model NV	\$2,310.00	X		=	\$0.00

<b>Luggage Racks</b>					
Overhead luggage rack/section ( per side )	\$1,252.00	X		=	\$0.00
Interior luggage rack w/two shelves 60"w x 26"deep	\$2,981.00	X	1	=	\$2,981.00

<b>Customer Specific Special Options</b>					
CNG GGE Chassis Prep and Transportation	\$36,920.00	X	1	=	\$36,920.00
Aisle Facing Seat Adapters	\$30.00	X	11	=	\$330.00
Defueling Port and Valve (Defueling Hose Not Included) No Extra Charge	\$0.00	X	1	=	\$0.00
Credit for Seat Delete	-\$485.00	X	2	=	-\$970.00
Aisle Facing Citiseat Handflip	\$2,750.00	X	1	=	\$2,750.00
40" Passenger Door	\$0.00	X	1	=	\$0.00
Tait TM9300 Mobile Radio	\$1,742.65	X	1	=	\$1,742.65
	\$0.00	X		=	\$0.00

Total Cost of All Non-Contract Optional Equipment = \$46,519.65

**LOT G BUSES : Dual Rear Wheel Cutaway 16 Passenger (14A/2WC)  
New York STATE OGS Group 40523  
Award Number: 23170  
Contract Number: PC69530 SB**

**CLICK ON CELL OR USE TAB BUTTON TO ADVANCE TO NEXT REQUIRED CELL**

**ORDER DATE:** 8/18/2023

PURCHASE ORDER #: \_\_\_\_\_ **Purchase Orders To Be Made Out To Coach and Equipment Bus Sales**

NAME OF AGENCY: Albany Airport

ADDRESS: <u>130 Sickler Road</u>	<b>DELIVERY ADDRESS</b> (If different): _____
CITY: <u>Latham</u>	CITY: _____
STATE: <u>NY</u>	STATE: _____
ZIP CODE: <u>12110</u>	ZIP CODE: _____
CONTACT: <u>Chris Pasquini</u>	CONTACT: _____
PHONE: <u>518-242-2379</u>	PHONE: _____
FAX: _____	FAX: _____
EMAIL ADDRESS: <u>cpasquini@albanyairport.com</u>	EMAIL ADDRESS: _____

**Pricing Effective: 8-16-23**

**BASE VEHICLE**

176" Dual Rear Wheel Vehilce 14 Passengers and 2 Wheel Chairs \$102,449.68 X 1 = \$102,449.68

**Optional Equipment available directly under NYS Contract IFB**

Additional Interior Cabin Space	<u>\$0.00 X 1 = \$0.00</u>
Hybrid Propulsion System	<u>\$34,715.72 X = \$0.00</u>
Additional Wheel Chair Restraint System	<u>-\$380.77 X = \$0.00</u>
Optional Wheel Chair Restraint System	<u>-\$134.39 X = \$0.00</u>
Continuous "L" Track	<u>\$412.76 X = \$0.00</u>
Additional 3 Step Fold-away Seat	<u>\$1,475.09 X = \$0.00</u>
Change Auxillary A/C To Roof Mounted Condensor	<u>\$929.52 X 1 = \$929.52</u>
Supplemental ADA Transit Package (Front Side Electronic Dest. Signs, Interior/Exterior PA System, Stop Request System, Two Way Radio Pre-wire, Antenna Access Location)	<u>\$7,145.04 X = \$0.00</u>
6 Camera Seon System	<u>\$4,714.84 X 1 = \$4,714.84</u>
Fiberglass Seats in Lieu of Standard Seats	<u>-\$839.93 X 1 = -\$839.93</u>
Farebox Manual	<u>\$1,423.88 X = \$0.00</u>
Bike Rack	<u>\$1,947.05 X = \$0.00</u>
Reverse Camera	<u>\$479.97 X = \$0.00</u>
Spare Tire and Rim (Spare Tire And Rim Not Able to Be Stored on bus during operation)	<u>\$351.98 X 1 = \$351.98</u>
Driver's Side Running Board	<u>\$361.57 X 1 = \$361.57</u>
Alternate Transit Flooring	<u>\$1,575.88 X 1 = \$1,575.88</u>

**TOTAL VEHICLE QUANTITY** = 4

States's 80% Portion	<u>= \$87,634.83</u>
Grantee's 20% Portion	<u>= \$21,908.71</u>
NYS Contract Options Total	<u>= \$7,093.86</u>
Total Grant Vehicle Base Price Plus State Contract Options (Per Bus)	<u>= \$109,543.54</u>

Total Non-Contract Optional Equipment (Requires a separate agency purchase order, NOT COVERED BY NYS GRANTS) PER BUS = \$46,519.65

Per Bus Grand Total 4 buses \$624,252.76

**Confirm NYS DOT Insepction Status (Please verify NYS Equipment order form shows what is required)**  Please indicate Ongoing or One Time

**AGENDA ITEM NO. 10.4**

**Intentionally Left Blank**

**AGENDA ITEM NO. 10.5**

**Lease Amendment: License Agreement – License  
No. L-21-1093: 845 Watervliet Shaker Road with  
United Parcel Service, Inc.**

AGENDA ITEM NO: 10.5  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**        *Legal Department*

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

**PURPOSE OF REQUEST:**

    Lease Amendment: *License Agreement – License No. L-21-1093: 845 Watervliet Shaker Road with United Parcel Service, Inc.*

**CONTRACT AMOUNT:**

    N/A

**BUDGET INFORMATION:**

    Anticipated in Current Budget: Yes   J   No    NA

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

    Federal               State               Airport               NA   J  

**JUSTIFICATION:**

*Authorization is requested for a License Agreement with United Parcel Service, Inc. for 845 Watervliet Shaker Road, approximately 2.6 acres. Rent is \$6,180 per month. The term is approximately three months.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

1) *Locator Map*

EXHIBIT A

License Area



**AGENDA ITEM NO. 10.6**

**Request approval of Memorandum of Agreement  
with the FAA for Navigational Aids (NAVAIDS)  
located at the Albany International Airport.**



AGENDA ITEM NO: 10.6  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** Legal Department

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

**PURPOSE OF REQUEST:**

*Request approval of Memorandum of Agreement with the FAA for Navigational Aids (NAVAIDS) located at the Albany International Airport.*

**CONTRACT AMOUNT:**

Base Amount: N/A

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes\_\_\_ No\_\_\_ NA ✓

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

Federal \_\_\_\_\_ State \_\_\_\_\_ Airport \_\_\_\_\_ NA ✓

**JUSTIFICATION:**

*The FAA has requested renewing the Master Lease Agreement which commenced October 1, 2004. This Memorandum of Agreement is for a term of 20 years.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

- 1) *Memorandum of Agreement*
- 2) *Master Lease Agreement Approved by the Board on May 2, 2005*

**ON-AIRPORT MEMORANDUM OF AGREEMENT (MOA)**

**Between**

**THE UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**And**

**ALBANY COUNTY AIRPORT AUTHORITY**

**FAA CONTRACT NO: 69435Z-24-L-00003**

**ATID/FACILITY TYPE: ALB/MOA**

**LOCATION: ALBANY, NEW YORK**

1. **Preamble (09/2021) 6.1.1** This Memorandum of Agreement (MOA) for real property is hereby entered into by and between Albany County Airport Authority, hereinafter referred to as the Lessor and the United States of America, acting by and through the Federal Aviation Administration, hereinafter referred to as the FAA.

2. **Definitions (09/2021) 6.1.1-1** For purposes of this document, the following definitions apply:

Contract- refers to this legal instrument used to acquire an interest in real property for the direct benefit or use by the FAA. As used herein, contract denotes the document (for example- lease, easement, memorandum of agreement, or other legally binding agreement) used to implement an agreement between a customer (buyer) and a seller (supplier).

Contractor- refers to the party(ies) receiving a direct procurement contract from the FAA and who is(are) responsible for performance of contract requirements. For purposes of this document, the contractor may also be called the Lessor, Permitter, Licensor, Grantor, Airport, or Offeror depending on the type of contract or the provision within the contract.

Government- refers to the United States of America acting by and through the Federal Aviation Administration (FAA). For purposes of this document, Government and FAA are interchangeable.

Real Estate Contracting Officer (RECO) - is a trained and warranted official who contracts for real property on behalf of the FAA. For purposes of this agreement, RECO is interchangeable with Contracting Officer (CO).

3. **Succeeding Contract (09/2021) 6.1.2** This contract succeeds DTFAEA-05-L-00052 and all other previous agreements between the parties for the property described in this document.

4. **Witnesseth (MOA) (09/2021) 6.1.3-1** Whereas, the parties listed above have entered into an Airport Improvement Grant Agreement; and

Whereas, the parties listed above have entered into an agreement providing for the construction, operation, and maintenance of FAA owned navigation, communication and weather aids for the support of Air Traffic Operations; and

Whereas, both parties agree the establishment, operation, and maintenance of systems for air traffic

control, navigation, communication, and weather reporting is in the primary interest of safety and direct support of the ongoing operation of the Albany International Airport; and

Whereas, the parties consider it desirable to work in cooperation with each other in the technical installation and operation of air navigational aids.

Now, therefore, the parties mutually agree as follows:

5. **Purpose (09/2021) 6.1.5** It is understood and agreed that the use of the herein described premises shall be related to FAA's activities in support of the National Airspace System (NAS).
6. **Legal Authority (09/2021) 6.2.1** This contract is entered into under the authority of 49 U.S.C. 106(l)(6) and (n), which authorizes the Administrator of the FAA to enter into contracts, acquisitions of interests in real property, agreements, and other transactions on such terms and conditions as the Administrator determines necessary.
7. **Term (No Cost) (07/2022) 6.2.3-1** To have and to hold, for the term commencing on October 1, 2024 and continuing through September 30, 2044.
8. **Consideration (No Cost) (09/2021) 6.2.4-4** The Government shall pay the contractor no monetary consideration. It is mutually agreed that the rights extended to the Government herein are in consideration of the obligations assumed by the Government in its establishment, operation and maintenance of facilities upon the premises.
9. **Termination (01/2023) 6.2.5** The Government may terminate this contract at any time, in whole or in part, if the Real Estate Contracting Officer (RECO) determines that a termination is in the best interest of the Government. The RECO shall terminate this contract by delivering a written notice specifying the effective date of the termination. The termination notice shall be delivered at least 30 days before the effective termination date. No costs shall accrue as of the effective date of termination.
10. **Binding Effect (09/2021) 6.2.6** The provisions of this contract and the conditions herein shall be binding upon, and for the benefit of, the parties and their successors and assigns. In the event of any sale or transfer of ownership of the property or any portion thereof, the Government will be deemed to have attorned to any purchaser, successor, assign, or transferee. The succeeding owner will be deemed to have assumed all rights and obligations of the contractor under this contract establishing direct privity of estate and contract between the Government and said succeeding owner, with the same force, effect, and relative priority in time and right as if the contract had initially been entered into between such succeeding owner and the Government.
11. **FAA Facilities for MOA (09/2021) 6.2.7** The Airport will allow the FAA to construct, operate, and maintain FAA owned navigation, communication and weather aid facilities in areas on the Airport that have been mutually determined and agreed upon. The FAA facilities covered by this agreement are identified on the most current approved Airport Layout Plan (ALP) and/or other pertinent drawings that are made part of this Agreement by reference and shown on the attached FAA "List of Facilities."

A. Together with a right-of-way for ingress to and egress from the premises; a right-of-way for establishing and maintaining pole lines or underground lines for extending electrical power and/or telecommunications lines to the premises; including a right-of-way for subsurface power, communication and/or water lines to the premises; all rights-of-way to be over the area referred to as Albany International Airport, to be routed reasonably determined to be the most convenient to the FAA and as not to interfere with Airport operations. The Airport shall have the right to review and comment on plans covering access and utility rights-of-way under this paragraph.

B. This contract includes the right to grading, conditioning, and installing drainage facilities, seeding the soil of the premises, and removing all obstructions from the premises that may constitute a hindrance to the establishment and maintenance of navigational aid systems. The Airport shall have the right to review and comment on plans covering work permitted under this paragraph.

C. The Government shall have the rights to make alterations, attach fixtures, and erect additions, structures or signs, in direct support of the Airport. The Airport shall have the right to review and comment on plans covering work permitted under this paragraph.

D. The Government shall also have the right to park, without cost, all official and privately owned vehicles used for the maintenance and operation of the air navigational facilities. Parking shall be provided adjacent to the navigational aid facility or as near as possible without interfering with the operation of the Airport.

12. **RE Clauses Incorporated by Reference (09/2021) 6.3.0** This solicitation or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the RECO will make the full text available, or the full text may be obtained via internet at [https://fast.faa.gov/RPF\\_Real\\_Property\\_Clauses.cfm](https://fast.faa.gov/RPF_Real_Property_Clauses.cfm).

A. **Officials Not To Benefit (09/2021) 6.3.0-2**

B. **Contracting Officer's Representative (09/2021) 6.3.0-4**

C. **Contingent Fees (09/2021) 6.3.0-5**

D. **Anti-Kickback Procedures (09/2021) 6.3.0-6**

13. **Title to Improvements (09/2021) 6.3.5** Title to the improvements constructed for use by the Government during the life of this Agreement shall be in the name of the Government.

14. **Funding Responsibility for FAA Facilities (09/2021) 6.3.6** The Contractor agrees that all Contractor requested relocation(s), replacement(s), or modification(s) of any existing or future FAA navigational aid or communication system(s) necessitated by Contractor improvements or changes will be at the expense of the Contractor. In the event that the Contractor requested changes or improvements interferes with the technical and/or operational characteristics of the FAA's facility, the Contractor will immediately correct the interference issues at the Contractor's expense. Any FAA requested relocation, replacement, or modifications shall be at the FAA's expense. In the event such relocations, replacements, or modifications are necessary due to causes not attributable to either the Contractor or the FAA, funding responsibility shall be determined by mutual agreement between the parties, and memorialized in a Supplemental Agreement.

15. **Changes, Modifications (01/2022) 6.3.8-1** The RECO may at any time, by written order via Supplemental Agreement, make changes to this contract. The modification shall cite the subject contract, and shall state the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this contract.
16. **No Waiver (09/2021) 6.3.17** No failure by the Government to insist upon strict performance of any provision of this Contract or failure to exercise any right, or remedy consequent to a breach thereof, will constitute a waiver of any such breach in the future.
17. **Non-Restoration (09/2021) 6.3.18** It is hereby agreed between the parties that, upon termination of its occupancy, including any holdover period, the Government shall have no obligation to restore and/or rehabilitate, either wholly or partially, the property that is the subject of this contract. It is further agreed that the Government may abandon in place any or all of the structures and equipment installed in or located upon said property by the Government during its tenure. Such abandoned equipment shall become the property of the contractor.
18. **Quiet Enjoyment (09/2021) 6.3.25** The Contractor warrants that they have good and valid title to the premises, and rights of ingress and egress, and warrants and covenants to defend the Government's use and enjoyment of said premises against third party claims.
19. **Damage by Fire or Other Casualty or Environmental Hazards (09/2021) 6.3.26-1** If the premises is partially or totally destroyed or damaged by fire or other casualty or if environmentally hazardous conditions are found to exist so that the premises is untenable as determined by the Government, the Government may agree to allow restoration/reconstruction, or may elect to terminate the contract, in whole or in part, immediately by giving written notice to the contractor.
20. **Interference with FAA Operations (09/2021) 6.3.28-2** The Airport agrees not to erect or allow to be erected any structure or obstruction of any kind or to allow any natural growth that the Government determines would interfere with the proper operations of Government facilities. The Airport agrees to keep areas around the Government's navigational aids mowed at all times to a height so that weeds and vegetation will not be an obstruction to such operation or maintenance of these facilities.
21. **Hold Harmless (09/2021) 6.3.30** In accordance with and subject to the conditions, limitations and exceptions set forth in the Federal Tort Claims Act, 28 U.S.C. Ch. 17, the Government will be liable to persons damaged by any personal injury, death or injury to or loss of property, which is caused by a negligent or wrongful act or omission of an employee of the Government while acting within the scope of his office or employment under circumstances where a private person would be liable in accordance with the law of the place where the act or omission occurred. The foregoing shall not be deemed to extend the Government's liability beyond that existing under the Act at the time of such act or omission or to preclude the Government from using any defense available in law or equity.
22. **Compliance with Applicable Laws (01/2023) 6.3.31-1** This Contract shall be governed by federal law. The Contractor shall comply with all applicable federal, state, and local laws. The Government will comply with all federal, state, and local laws applicable to and enforceable against it, provided

that nothing in this lease shall be construed as a waiver of the sovereign immunity of the Government.

23. **Notification of Change in Ownership or Control of Land (10/2022) 6.3.34** If the Contractor sells, dies or becomes incapacitated, or otherwise conveys to another party or parties any interest in the aforesaid land, rights of way thereto, and any areas affecting the premises, the Government shall be notified in writing, of any such transfer or conveyance within 30 calendar days after completion of the change in property rights. Concurrent with the written notification, the Contractor or Contractor's heirs, representatives, assignees, or trustees shall provide the Government copies of the associated legal document(s) (acceptable to local authorities) for transferring and/or conveying the property rights.
24. **Integrated Agreement (09/2021) 6.3.36** This Contract, upon execution, contains the entire agreement of the parties, and no prior written or oral agreement, express or implied shall be admissible to contradict the provisions of this Contract.
25. **Unauthorized Negotiating (09/2021) 6.3.37** In no event shall the Contractor enter into negotiations concerning the premises with anyone other than the RECO or his/her designee.
26. **Disputes (01/2022) 6.3.39-1** Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any disagreement through good faith negotiations, the dispute will be resolved upon joint agreement of management representatives from both parties. The decision is final unless it is timely appealed to the FAA Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding.
27. **Hazardous Substance Contamination (09/2021) 6.8.1** The FAA agrees to remediate, at its sole cost, all hazardous substance contamination on the FAA facility premises that is found to have occurred as a direct result of the installation, operation, relocation and/or maintenance of the FAA's facilities covered by this contract. The Contractor agrees to remediate at its sole cost, all other hazardous substance contamination found on the FAA facility premises. The Contractor also agrees to hold the FAA harmless for all costs, liabilities and/or claims by third parties that arise out of hazardous contamination found on the FAA facility premises that are not directly attributable to the installation, operation and/or maintenance of the facilities.
28. **Notices (09/2021) 6.10.1** All notices/correspondence must be in writing, reference the Contract number, and be addressed as follows:

TO THE AIRPORT:  
Albany County Airport Authority  
Attention: Chairman  
737 Albany Shaker Road  
Albany, New York 12211-1001

TO THE GOVERNMENT:  
 Federal Aviation Administration  
 Real Estate & Utilities Group, AAQ-  
 910  
 1701 Columbia Avenue  
 College Park, Georgia 30337-2714

29. **Signature Block (09/2021) 6.10.3** This Contract shall become binding when it is fully executed by both parties. In witness whereof, the parties hereto have subscribed their names as of the date shown below.

**ALBANY COUNTY AIRPORT AUTHORITY**

By: \_\_\_\_\_  
 Philip Calderone  
 Title: CEO of Albany International Airport  
 Date: \_\_\_\_\_

UNITED STATES OF AMERICA  
 DEPARTMENT OF TRANSPORTATION  
 FEDERAL AVIATION ADMINISTRATION

By: \_\_\_\_\_  
 Shirley A. Williams  
 Title: Real Estate Contracting Officer  
 Date: \_\_\_\_\_

**ATTACHMENTS/EXHIBITS:**

Number	Title	Date	Number of Pages
1	LIST OF FACILITIES	10/01/2024	1
2	PUBLIC AUTHORIZATION CERTIFICATE	10/01/2024	1
3			
4			

**DATED OCTOBER 1, 2024**  
**LIST OF FACILITIES**  
**MEMORANDUM OF AGREEMENT**  
**69435Z-24-L-00003**  
**ALBANY INTERNATIONAL AIRPORT**

<u>Number</u>	<u>Facility</u>	<u>R/W (ATID) Number</u>	<u>GSA Control Number</u>	<u>Comments</u>
1	MALSR	01 (DEJ)	36681	Facility site, equipment shelter, restricted critical area, access road
2	LOC/DME	01 (DEJ)	36275	Antenna site, equipment shelter, restricted critical area, access road; co-located with DME
3	GS	01 (DEJ)	36335	Facility equipment shelter site, restricted critical area
4	RVR	01 (DEJ)	36008	Facility site (centerline and touchdown point)
5	MALSR	19 (ALB)	36002	Facility site, equipment shelter, restricted critical area, access road
6	LOC	19 (ALB)	36006	Antenna site, equipment shelter, restricted critical area, access road
7	GS	19 (ALB)	36005	Facility equipment shelter site, restricted critical area
8	REIL	10 (ALB)	36681	Facility site
9	VORTAC	(ALB)	36687	Facility site, restricted critical area, access road
10	SWS	(ALB)	36681	Facility site



**PUBLIC AUTHORIZATION CERTIFICATE**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_  
[insert name]

certify that I am the \_\_\_\_\_ of the  
[insert title]

\_\_\_\_\_ named in the attached agreement; that  
[insert name of State, County, Municipality, or other Public Authority]

\_\_\_\_\_ who signed said agreement on behalf of the  
[insert name of person who signed the agreement]

\_\_\_\_\_ is  
[insert name of State, County, Municipality, or other Public Authority]

\_\_\_\_\_ of said  
[insert title of person who signed the agreement]

\_\_\_\_\_ ; and that said agreement was duly signed  
[insert name of State, County, Municipality, or other Public Authority]

for and on behalf of \_\_\_\_\_ by authority of  
[insert name of State, County, Municipality, or other Public Authority]

its governing body, and is within the scope of its powers.

Signed \_\_\_\_\_

## **AGENDA ITEM NO. 10.7**

**Professional Services Contract: Award Contract No. 23-1146-I Construction Inspection Services for the Airport Access gate, Gate Operators and Power Controls Replacement with C & S Companies.**

AGENDA ITEM NO: 10.7  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

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

**PURPOSE OF REQUEST:**

*Professional Services Contract – Construction Inspection:*

*Award Contract No. 23-1146-I (Construction Inspection Services) for the Airport Access gate, Gate Operators and Power Controls Replacement with C & S Companies.*

**CONTRACT AMOUNT:**

*Base Amount: \$170,000.00*

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

Apprenticeship N/A DBE Y MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

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

**JUSTIFICATION:**

*Authorization is requested to award the Professional Services Contract 23-1146-I Construction Inspection Services programmed for the Airport Access Gate, Gate Operators and Power Controls Replacement project. The C & S Companies did the initial evaluation of the gates and produced the bid documents for the contract to be put out for bid. The engineering firm of C & S of Syracuse, New York has all the information needed to review material submittals and inspect the work done for compliance with the plans and specifications developed per TSA and FAA guidelines.*

AGENDA ITEM NO: 10.7  
MEETING DATE: September 18, 2023

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved.* YES  NO .

**BACK-UP MATERIAL:** *Scope and Fee schedule.*



## SCOPE OF SERVICES

**Project Title:** Airport Access Gate, Gate Operator, Power and Controls Replacement  
**Airport Name:** Albany International Airport  
**Sponsor:** Albany International Airport Authority  
**Services Provided:** Part-Time Construction Administration and Observation Services

### PROJECT DESCRIPTION:

The CONSULTANT shall provide required construction administration and part time observation services for the Airport Access Gate, Gate Operator, Power and Controls Replacement project (the "Project"). The Project will be performed and constructed by the Albany International Airport Authority with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), NYSDOT and/or Airport funding.

The proposed project generally includes removal and replacement of existing airfield security fence access gates, mechanical gate operators, electrical power and access control. Approximately 33 gates of various size and type will be removed and replaced. Approximately 22 mechanical gate operators with HID/key pad access control will be removed and replaced including power and control cables in underground conduit.

### ANTICIPATED CONSTRUCTION SCHEDULE

Contract Execution	July 2023
Construction Notice to Proceed	June 20, 2023
Construction Closeout Complete	December 2023

Estimated construction duration = 120 calendar days.

### TASK 1- PROJECT MANAGEMENT

#### 1.1 Project Management

The CONSULTANT will manage and direct its staff and subconsultants for the duration of the construction project and required closeout period. The Project Manager will serve as the point of contact with SPONSOR and/or SPONSOR's designated representative and the CONSULTANT Team and provide timely dissemination of information, direction and reporting to and from SPONSOR, FAA and others as directed by SPONSOR for the successful production, technical quality and schedule performance of this scope of services. Perform project management duties such as project planning, budget evaluation, invoice preparation, and schedule coordination.



### **1.1.1 Communication with SPONSOR**

Communicate with SPONSOR regularly. Assume (2) hours weekly for 18 weeks of Project Manager communication by email, phone, video, and/or conference calls using live file sharing.

### **1.1.2 Monthly Invoice Preparation**

Perform invoice preparation monthly (6 months).

### **1.1.3 Schedule Coordination**

Provide continued coordination so that Project schedules are met by the CONSULTANT team.

## **1.2 Progress Reports**

The CONSULTANT will provide the following reports at the frequency stated;

### **1.2.1 FAA Form 5370-1 Construction Progress and Inspection Report**

Weekly (18 Total) FAA Form 5370-1 Construction Progress and Inspection Reports will be completed and submitted to the SPONSOR.

### **1.2.2 Project Status Reports**

Monthly (6 months) progress reporting in writing to SPONSOR outlining the status of the work effort relative to the scope, schedule and budget. Issues affecting the progress and corrective actions necessary will be identified and implemented as appropriate.

## **1.3 Document Management and Record Keeping**

The CONSULTANT will utilize electronic construction applications for document management and project record keeping. The CONSULTANT will provide software training for SPONSOR's project manager and other staff who need to utilize the "e" construction applications.

### **1.3.1 Document Management**

All project documents relating to Reporting, Design Directives, Submittals and Shop Drawings, Requests for Information, Test Results and Payrolls will be posted and stored on Doc Express, a web-based document management application. And will be made available to appropriate SPONSOR staff.

### **1.3.2 Item Administration**

Daily Construction Record Keeping will be conducted on Appia pr Procore, a web-based Construction Administration Application. Appia or Procore will be the location where Engineer's Diaries, Daily Inspection Reports, Change Orders, Progress Payments are developed and Material Certifications are stored.



### 1.3.3 Photo Management

All project photos documenting daily construction activities shall be taken by construction observation staff will be uploaded to Appia or Procore and be made available to appropriate SPONSOR staff.

### 1.3.4 Licensing

The CONSULTANT will provide all licenses and any necessary training for use of Doc Express, Procore, Appia, and SmartVid.IO to all stakeholders.

### 1.3.5 Document Storage Locations

Item	Stored Location		
	Doc Express	Appia/ Procore	
Meeting Minutes	◆		
Weekly Progress Reports	◆		
Project Schedule	◆		
Weekly FAA Reports	◆		
Shop Drawings	◆		
Change Directives and Updated Plans	◆		
Subcontracts	◆		
Material Testing Reports	◆		
Subcontractor Payment Forms	◆		
Certified Payrolls	◆		
Wage Rate Interviews	◆		
Project Closeout	◆		
RPR Daily Diary		◆	
Inspectors Daily Reports with Field Measurements		◆	
Material Certifications		◆	
Project Payments		◆	
Change Orders		◆	
Progress Photos	◆		
Record Plans and O & M Manuals	◆		



## Meetings

The following meetings with anticipated attendance are included. Meetings are anticipated as follows:

Meeting	# of Mtgs	Est Mtg. Time	Prin. Eng.		RPR IV	
			V	P	V	P
<b>Preconstruction</b>						
Preconstruction	1	2 hrs		x		x
<b>Construction</b>						
Progress	18	1 hr.	x			x
<b>Post Construction</b>						
Final Inspection	1	4 hrs.		x		x

V. Consultant shall attend the meeting virtually

P. Consultant shall attend meeting in person.

When appropriate, meetings will be held at a location acceptable by the SPONSOR. In addition, the CONSULTANT will schedule all meetings on Zoom to allow for online attendance. The CONSULTANT will prepare and distribute minutes to all meeting attendees.

## TASK 2- CONSTRUCTION ADMINISTRATION

Construction Contract Administration includes the following services:

- 2.1 Provide consultation and advice to SPONSOR during construction including matters related to FAA compliance and regulations. The CONSULTANT will Support SPONSOR in conversations with the ADO.
- 2.2 Review, approve, or take other appropriate action on Contractor-required shop drawings, product data, catalog cuts, and samples. CONSULTANT will prepare a shop drawing/submittal log and responsibility matrix that defines primary and secondary responsibility for review of submittals by the design team. Shop Drawings and responses to be uploaded to Doc Express
- 2.3 Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods and provide a recommendation on the schedule and quality of the Project.





- 2.4** Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist SPONSOR in resolving contractor claims and disputes.
- 2.5** Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of SPONSOR when necessary.
- 2.6** Review and respond to Contractor submittals and upload responses on Doc Express.
- 2.7** Review operations and maintenance (O&M) manuals submitted by the Contractor. Manuals will be reviewed for completeness before turning over to the SPONSOR.
- 2.8** Furnish the SPONSOR one reproducible set of the record drawings in PDF format for the completed Project taken from the annotated record drawings prepared by the Resident Project Representative (RPR) based upon Contractor-provided information.
- 2.9** Conduct final inspections of the completed Project with SPONSOR personnel, the FAA, and the Contractor. Develop and distribute a punch-list for each pre-final and final inspection.
- 2.10** Conduct 1-year construction warranty inspection of the completed Project with SPONSOR personnel and the Contractor. Document items that require corrective action by the Contractor.

### **TASK 3- PART-TIME CONSTRUCTION OBSERVATION**

The CONSULTANT will provide the necessary qualified part-time for the duration of the construction project and closeout to:

- 3.1** Maintain project records utilizing the e-Construction applications as listed in Task-1 PROJECT MANAGEMENT. No labor hours are included for this task in the fee proposal as this work is included in the daily observation time task 3.5.
- 3.2** Observe the work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. The activities of the Resident Project Representative (RPR) staff or the presence of any of them at a construction/Project site shall not relieve Contractor nor make CONSULTANT responsible for, Contractor's obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.

Anticipated days on site for RPR staff is provided in the tables below for each year of construction. It is anticipated that the Contractor will conduct operations Five (5) days per week, ten (10) hours per day.



**This agreement will allow for two 10-hour days on-site each week of construction inclusive of travel time.**

2023	Days on Site											
Title	J	F	M	A	M	J	J	A	S	O	N	D
RPR IV						2	8	8	8	8	2	

Roundtrip Travel – Roundtrips between Managing Office and Project Site. Time is included in the on-site time above.

2023	Roundtrip Travel Each											
Title	J	F	M	A	M	J	J	A	S	O	N	D
RPR IV						1	4	4	4	4	1	

**3.3** Arrange for, conduct, or witness field, laboratory, or shop tests of construction materials as required by the plans and specifications for the Project; monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for general compliance with the design intent; measure, compute, or check quantities of Work performed and quantities of materials in-place for partial and final payments to the Contractor.

Prepare and submit inspection reports of construction activity and problems encountered as required by SPONSOR and the FAA.

**3.4** Prepare, review, and approve monthly Progress Payments and Final Payments to Contractor.

**3.5** Perform an orderly closeout of the Project as required by the SPONSOR and the FAA. This shall include the project test record book, test summary, project photo summary, FAA monthly project reports and archiving of project records.

**ASSUMPTIONS**

- 1) Construction will progress in the phases defined in the Construction Safety and Phasing Plan.
- 2) The Construction start and end dates are consistent with dates shown in this scope of services.
- 3) The Consultant will provide on-site observation for two 10-hour days per week of construction.
- 4) Third party construction materials testing and survey are not included.
- 5) FAA AIP grant administration is not included.
- 6) DBE plan development, monitoring and reporting is not included.

END OF SCOPE OF SERVICES



**C&S ENGINEERS, INC.  
ARCHITECTURAL/ENGINEERING  
WORK SUMMARY**

PROJECT: Airport Access Gate, Gate Operator, Power and Controls Replacement  
 SERVICES: Part-Time Construction Observation & Administration  
 CLIENT: Albany County Airport Authority  
 CLIENT LEA Mr. John LaClair, PE

Date: 6/23/23  
 Service Group Mgr:  
 Client Relations Manager: Chris Brubach  
 Project Manager:  
 Project Number: Q23.012.001

CONT NO.	PHASE NO.	TASK	SERV GROUP MGR	DEPT MAN	PRIN ENG	MAN ENG	CHIEF ENG	SR PROJ ENG	PROJ ENG	ENG	STAFF ENG	SR PROJ DES	PROJ DES	SR DES	DES	DES TECH	PRIN CONS	SEN CONS	CONS	CONS PRIN ENG	SEN CONST SUP	CONST SUP	RPR 4	RPR 3	RPR 2	RPR 1	SEN TECH ADMIN	DIRECT COSTS	SERVICES BY OTHERS	TOTALS	TOTAL HOURS PER TASK
		400 PROJECT MGMT/GENERAL SUPERVISION			40																									\$9,640.00	40
		403 MEETINGS/SITE VISITS			60																		24							\$18,972.00	84
		404 SHOP DRAWING REVIEWS			4	40			48																					\$17,428.00	92
		405 RECORD DRAWINGS											40		40															\$11,928.00	96
		500 CONSTRUCTION ADMINISTRATION			20	20			40																	120				\$39,740.00	240
		510 INSPECTION																												\$63,920.00	340
		600 DIRECT EXPENSES (ALL)																													
		<b>Direct Expenses</b>																													
		600 Direct Expenses																										\$8,372.00		\$8,372.00	
		<b>Service By Others</b>																													
					124	60			88					40	40								420				120	\$8,372.00		\$170,000.00	892

**AGENDA ITEM NO. 10.8**

**Issue Purchase Order for Purchase and  
Installation of a Hydraulic Jack Replacement  
to Kone, Inc.**

AGENDA ITEM NO: 10.8  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

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

**PURPOSE OF REQUEST:**

*Issue Purchase Order for Purchase and Installation of a Hydraulic Jack Replacement to Kone, Inc.*

**CONTRACT AMOUNT:**

Total Contract Amount: *\$107,718.00*

**BUDGET INFORMATION:**

Federal Airport Improvement Program  
Anticipated in Current ALB Capital Plan : Yes J No NA  
Funding Account No.: *N/A*

**FISCAL IMPACT – FUNDING**

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

**JUSTIFICATION:**

*Request is made to approve the purchase and installation of a new Hydraulic jack Replacement for \$107,718.00 from Kone, Inc. The existing elevator #3 in the North Parking garage is currently not working. Elevators #2 & 3 will become the primary use elevators in the garage when the rotunda demolition begins. The hydraulic jack needs to be replaced and then Kone can use parts from Elevators #4 & 5 to complete the repairs. The work will be done under the Airport's current maintenance contract. There is up to a 6 week lead time for this part.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.8  
MEETING DATE: September 18, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES ✓ NO    .*

**BACK-UP MATERIAL:**

*Please refer to attached Proposal from Kone, Inc.*



August 22, 2023

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

ATTN: John LaClair

**KONE Inc.**

25 Post Road

Tel 518.464.0002

Fax 518.464.0014

www.kone.com

andrew.dinovo@kone.com

**RE: Hydraulic Jack Replacement – #3 Elevator – Proposal – (NOT-TO-EXCEED)**

### **Description of Work**

We propose to furnish and install the labor, materials, tools and supervision to perform the following work on one (1) Hydraulic Passenger Elevator, #3 Parking Garage, located at the Albany International Airport, Albany, New York.

### **Furnish and Install New Hydraulic Jack Assembly**

The cylinder shall be of a double bottom design constructed of steel pipe of sufficient thickness and suitable for the operating pressure as prescribed by the latest revision of the ASNE A17.1 or CAN3-B44 codes. The top of the cylinder shall be equipped with the existing cylinder head with a drip ring to collect any oil seepage, as well as and internal guide ring and self-adjusting packing. The hydraulic jack will be wrapped with waterproof tape.

### **Installation**

The new plunger shall be installed plumb and shall operate freely with minimum friction.

### **Removal of Equipment and Hole Preparation**

KONE will construct scaffolding in order to weld two (2) steel beams as per the structural engineer's site survey and plan KONE will then raise the cab to a convenient point in the hoistway and "hang the car". We will then pull the piston out of the cylinder head and drain all fluid from the system. We will disconnect the oil line and prepare the pit for cylinder removal. We will drain all oil from the hydraulic tank and line. At this time we will move the existing concrete form around the existing cylinder. We will then proceed with extraction of the existing cylinder. After the cylinder is removed, we will determine if there is a casing in the ground (if not we will notify you immediately). A casing is generally installed on new construction prior to cylinder installation in order to prevent the hole from caving in. Once we have the cylinder removed we will then clean out the existing cylinder hole, removing old sand and normal debris. In the event that the existing hole is not large enough to install the new jack assembly, a quote will be provided for re-drilling the hole. **BECAUSE OF THE ENVIRONMENTAL CONCERN OVER CONTAMINATED WASTE, THE CYLINDER HOLE DEBRIS WILL BE COMPLETELY DISPOSED OF BY KONE INC. PER STATE, FEDERAL, AND LOCAL CODE AND LAW. ANY RECORDS CONCERNING THIS ISSUE WILL BE KEPT BY KONE, INC.**

Note: the term "normal debris" translates to the usual amount of material encountered during a cylinder dig-out operation. Should and unforeseen event such as a hole cave-in, water table difficulties, uneven hole alignment, finding non-removable debris in hole, etc. occur, which would extend our time on the job beyond our estimate, additional dollars would be required to cover our cost. You will be notified immediately if, by any chance, this situation should occur, and would be billed on a time and material basis.

Pricing is based on encountering in soil free from rocks, boulder, concrete and other building members, sand,

## KONE Inc. Repair Proposal

water, quicksand, under ground caves or any other obstructions or unusual conditions. During excavation, should such obstructions or unusual conditions be encountered (including major cave-ins) requiring additional excavation equipment, KONE's contract price will be increased by the amount of any additional labor required at our standard billing rates. Please note that should we experience problems removing the cylinder from the ground, KONE Inc. will submit a price for the additional work. Any additional material required and KONE Inc., will bill additional incidental expense incurred at our cost plus 15%.

We will install the new cylinder. We will then flush and clean the entire system. We will fill the system with new hydraulic fluid. We will then pressure the system and connect the piston to the car sling.

We will then test, adjust and perform an inspection with the local inspector to ensure that the car is operating properly.

### Work NOT Included in the Elevator Contract

When needed, we will provide protection from floors, walls and elevator entrances for normal activities associated with this work. If special drilling or excavation of contaminant material equipment is required, the owner will be responsible for all building protection and alterations need to bring this equipment in use and take of the premises.

To complete this installation, the following items must be performed or furnished by the owners or their agent according to governing codes. The price and installation schedule of the elevator contractor is based on the following conditions prevailing at the beginning and during installation of the elevator equipment and include the following:

Provide electric power for light, tools, hoists, welding, drilling rig (if necessary), etc. required for the duration of this project.

Owner will provide full access to the work area for the contractor's workers and their agents at all times during the agreed upon work hours for the duration of the project.

The owner will provide all necessary permits for welding, gas, burning and cutting in the elevator hoistway.

The owner is responsible for deactivation and reactivation all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work.

Material: \$46,742.00

Labor: \$60,976.00 (\$381.10 Special Billing Rate x 160 Hrs.)

Hole Clean-out\*\*

**\*\*Due to the existing water conditions in the elevator pit, our hole clean out vendor cannot determine the length of time required due to the underground flooding. There is a \$10,000.00 allowance in this quote. In the event the clean out vendor determines more time is required to seal the elevator pit from underground water, a change order proposal will be proposed for the difference.**

### Price

Our total price to perform the above-mentioned work amounts to: \$107,718.00 (One Hundred Seven Thousand Seven Hundred Eighteen and 00/100), plus applicable taxes.



**KONE Inc. Repair Proposal**

Our price includes applicable labor, material and permit fees. Pricing is subject to the Terms and Conditions for tendered repairs between SUNY Albany and KONE and is valid until 30 days after the above stated proposal date.

During the course of our work, should deficiencies, code violations, or other issues be discovered, we will promptly notify Purchaser and provide a separate quotation to correct these issues. KONE will provide a 90-day labor / material warranty on the work provided within this proposal.

Schedules and coordination will be provided upon approval. Lead time from the manufacturer of the hydraulic jack system is approximately 4-6 weeks from date of final approved drawings.

Down Payment

The below quoted price is based on a down payment in the amount of \$53,859.00 (Fifty Three Thousand Eight Hundred Fifty Nine and 00/100 Dollars).

Down payment is due before commencement of proposed labor and material. Work shall not commence until applicable down payment is received.

Down Payment Receipt

The below will serve as a receipt for the Down Payment provided.

Total Price:	\$107,718.00
Down Payment Amount Due:	\$53,859.00
Down Payment Amount Received	\$
Down Payment Check #	
Received By (KONE Representative):	
Date Received:	

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

**Respectfully submitted by,  
KONE Inc.**

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

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

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

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

**KONE Inc. Repair Proposal**

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

\_\_\_\_\_  
Title

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

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

**TERMS AND CONDITIONS**

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

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

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

Purchaser agrees to pay, as an addition to the price herein quoted, the amount of any tax based upon the transfer, use, ownership or possession of the equipment, imposed by any law enacted after the date of this proposal or imposed upon Purchaser by any existing law.

Purchaser agrees to pay, deposit of the Agreement amount including any accepted options and/or alternates upon acceptance of this proposal.

KONE reserves the right to discontinue our work at any time until we have assurance, satisfactory to us, that payments will be made as agreed.

Final payment shall become due and payable upon completion of the work described in this Agreement. Failure to pay any sum due by KONE within thirty (30) days of invoice will be a material breach. A delinquent payment charge calculated at the rate of 1½ % per month, or if such rate is usurious then at the maximum rate under applicable law, shall be applied to delinquent payments. In the event of default of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, all attorney fees, collection cost or court cost in connection therewith.

The machinery, implements and apparatus furnished hereunder remain KONE's personal property and KONE retains title thereto until final payment is made, with right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.

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

The completion of work or delivery of material specified in this Agreement is subject to delays caused directly or indirectly by embargoes, strikes, lockout, common carriers, accidents or by any other similar or dissimilar cause beyond KONE's control, for which KONE is to be held harmless.

Should conditions develop beyond KONE's control, making the building or premises in which KONE's personnel are working dangerous, KONE reserves the right to discontinue work until such dangerous conditions are corrected.

Should damage occur to KONE's material or work on the premises, where work is to be or is being performed, by fire, theft, or otherwise, the Purchaser is to compensate KONE therefore. Purchaser shall at all times and at Purchaser's own cost, maintain comprehensive bodily injury and property damage insurance (naming KONE Inc. as an additional insured), including bodily injury and property damage caused by the ownership, use or operation of the equipment described herein.

It is expressly understood, in consideration of KONE's performance of the service enumerated at the price stated, that the Purchaser assumes all liability for injury, including death, to any person or persons and for damage to property or loss of use thereof, on account of relating to or resulting from the performance of the work to be done hereunder, and agrees to defend, indemnify and hold harmless KONE, its officers, directors and employees from all damages, claims, suits, expenses and payments on account of or resulting from any such injury, death or damage to property, except that resulting from the sole negligence of KONE.

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

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

**AGENDA ITEM NO. 10.9**

**Construction Contract: Authorization to Award  
Construction Contract 1157-GC for Overhead Doors  
& Installation to All Type Professional  
Door Services, Inc.**

AGENDA ITEM NO: 10.9  
MEETING DATE: September 18, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract 1157-GC for Overhead Doors & Installation to All Type Professional Door Services, Inc.*

**CONTRACT AMOUNT:**

Base Amount \$512,500.00

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

Apprenticeship N/A DBE N/A MWBE N/A

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 # 1157-GC Overhead Doors & Installation to qualified sole bidder All Type Professional Door Service, Inc. of Albany, NY for \$512,500.00. The contract scope includes removal of the existing overhead doors at the Airfield Maintenance shop and replacing them with new doors and operators. The existing doors are over 30 years old and the annual maintenance costs for these doors has been increasing over the last 5 years, prompting this project to completely replace eleven units (28' x 20').*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.9  
MEETING DATE: September 18, 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:**

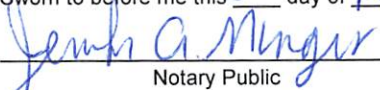
*Please refer to the attached Contract 1157-GC Bid Tabulation and Architect's recommendation.*

**CONTRACT #1157-GC  
Overhead Doors & Installation**

Company Name	All Type Professional Doors, Inc.
Addendum #1	X
Addendum #2	X
Addendum #3	X
Lump Sum Bid	\$512,500.00
Bid Bond	5%
Board of Directors	X
Non-Collusion	X
Qualification Questionnaire	X
Acknowledgment	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 31<sup>st</sup> day of August 2023  
  
 Notary Public

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



September 6, 2023

John LaClair, P.E., G.G.P.  
Airport Engineer  
Albany County Airport Authority  
Albany International Airport  
Albany, NY 12211

RE: Bid Recommendation  
Overhead Doors & Installation  
Contract No: 1157-GC; General Construction Work

Dear Mr. LaClair;

I have reviewed the results of the above referenced project, bid on August 31, 2023, with respect to Bid submission data, experience and references, and offer the following recommendation:

We recommend that the low bidder, **All Type Professional Door Service, Inc.** be awarded this contract for the submitted Base Bid per the following:

Base Bid: \$ 512,500.00

Should you have any questions or comments please do not hesitate to contact my office.

Respectfully,

*John H. Riley*

John H. Riley, Partner  
Hoffman + Riley Architects, LLP

**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**