



ALBANY COUNTY AIRPORT AUTHORITY
MINUTES OF THE PUBLIC COMMUNICATIONS COMMITTEE

Public Communication
Committee Approved
09/13/2023

AGENDA

May 3, 2023

Pursuant to notice duly given and posted, the Public Communications Committee meeting of the Albany County Airport Authority was called to order on May 3, 2023 at 11:00 a.m. in the Third Floor Conference Room located in the Terminal at the Albany International Airport, Albany, New York by the Public Communication Committee Chair, Tom Nardacci, with the following present:

MEMBERS PRESENT

Tom Nardacci (Committee Chair)
Steven Heider (Committee Member)
Sari O'Connor (Committee Member)
Kevin R. Hicks (Committee Member)
Samuel A. Fresina (Ex Officio)

MEMBERS ABSENT

STAFF

Philip F. Calderone, Esq., Chief Executive Officer
Christine Quinn, Airport Counsel
Michael Zonsius, Chief Financial Officer
John LaClair, Airport Engineer
Matt Cannon, Government Affairs
Connor Haskin, Airport Planner
Liz Charland, Administrative Services

ATTENDEES

George Penn, Director of Operations Albany County
Erin Crotty, Senior VP CHA Consulting, Inc.
Paul McDonald, VP Aviation Operations, CHA Consulting, Inc.

1. Approval of Minutes

Mr. Heider moved to approve the minutes of the March 8, 2023 meeting. The motion was adopted unanimously.

2. Siena Survey Communications - Mr. Cannon provided the following update on the Siena Survey:



Total Sample:

We completed 679 via the airport surveys. (We sent staff and students to the airport during peak times to encourage participation.)

Some of the topline takeaways:

- People are very satisfied with the passenger experience.
- They feel safe- 81% say completely.
- The airport is clean. 96% rate it excellent (65%) to good (31%).
- The airport gets similar marks for ease of getting to and from your plane with your luggage.

Good grades for:

- Ease of checking in and baggage drop off.
- An orderly line at TSA and the time it takes to get through TSA.
- Restroom cleanliness
- Friendliness of Employees

Mixed reviews on:

- Wifi
- Quality of seating
- Signage while deplaning
- Employees going the extra mile

Areas for improvement:

Room to put yourself together after TSA.

Availability and cost of food and beverages while you wait for your plane.

Mr. Cannon advised that Dr. Don Levy, Director of Siena Research Institute will attend the ACAA CIC meeting on May 31, 2023 to present the final results.

3. Master Plan Communications

Mr. Calderone provided an update on our Master Plan.

Mr. Cannon advised an Open House Public Meeting regarding the ongoing Airport Master Plan Update will be held on Tuesday, June 20 from 5-7 PM. He advised that at the meeting, attendees will have a chance to meet and speak with Airport Authority personnel, learn about the Master Plan process and draft study findings, and provide feedback on potential airport improvement over the next 20 years. The meeting will be held at CHA Consulting's office at 3 Winners Circle, Albany NY.

4. Capital Project Communications



Mr. Cannon advised the press event for the groundbreaking of the Terminal Expansion Project will be dictated by DOT. Once we are advised of the groundbreaking date we will advise the Board immediately.

Mr. Nardacci made a motion to go into Executive Session to discuss:

ES-1 – Personnel Matter.

There being no Action taken and no further business, the meeting was adjourned at 12:15 p.m.



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- 3. Master Plan Communications**
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AGENDA ITEM NO. 1

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March 8, 2023**



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Sari O'Connor (Committee Member)

MEMBERS ABSENT

Samuel A. Fresina (Ex Officio)

STAFF

Philip F. Calderone, Esq., Chief Executive Officer
Christine Quinn, Airport Counsel
Michael Zonsius, Chief Financial Officer
Matt Cannon, Government Affairs
Liz Charland, Administrative Services

ATTENDEES

George Penn, Director of Operations Albany County

1. Approval of Minutes

Mr. Nardacci moved to approve the minutes of the October 5, 2020 meeting. The motion was adopted unanimously.

2. Master Plan Communications

Mr. Calderone provided an update on our Master Plan. Mr. Cannon advised that the Regional Advisory Committee (RAC) and Technical Advisory Committee (TAC) meetings and a public meeting will be scheduled in the coming months.



3. Capital Project Communications

Mr. Calderone advised we will collaborate with DOT regarding a ground breaking announcement.

4. Siena Survey Communications

Mr. Cannon provided an update on the Siena College Research Institute Survey.

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

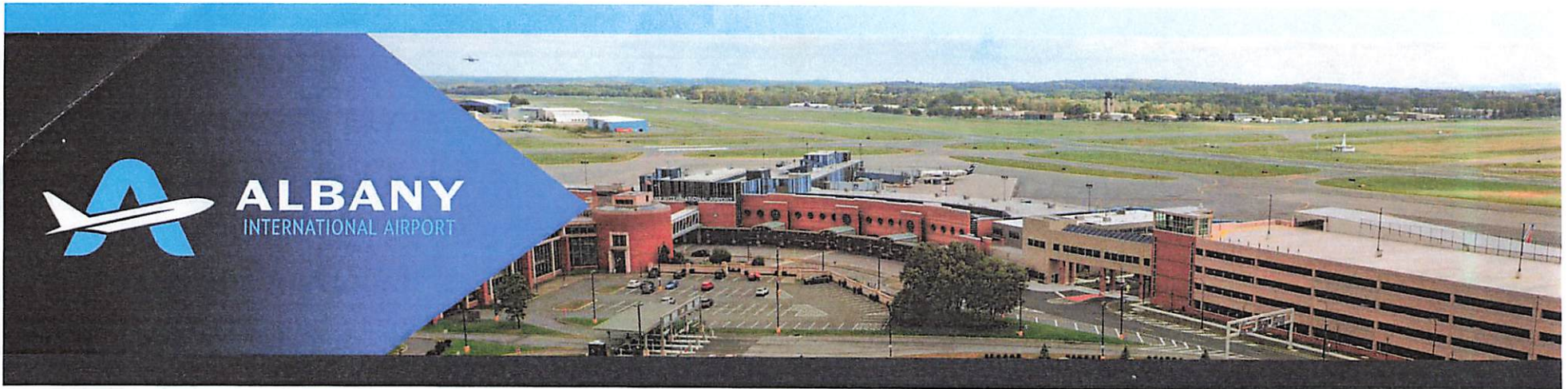


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Airport Master Plan Update

Briefing – May 3, 2023

ACAA Public Communications Committee

www.ALB-Master-Plan.com

CHIA



AGENDA

- **Introductions**
- **Upcoming Meetings**
 - RAC & TAC – June 8, 2023
 - Public Information Session – June 20, 2023
- **Public Outreach Strategy** – Erin Crotty
- **Public Meeting Format** – Erin Crotty & Paul McDonnell
- **Schedule Update** – Paul McDonnell



Public Meeting

- **To Drive Public to June 20th Public Meeting**
 - Public Meeting Flyer – On Slide 6
 - Social Media Post – On Slide 6
 - May 20th – Activities
 - Flyer Posted to Project [Website](#) & ALB website
 - Social Media Post shared across ALB Platforms
 - One-on-One Outreach to Local Governments
 - Share Flyer
 - Post Across Platforms
 - Weekly Reminders to Above to Repost



Public Meeting

- **To Drive Public to June 20th Public Meeting (continued)**
 - Authority Outreach - June 6th
 - Times Union, Albany Business Review, local news channels – Provide information on public meeting
 - CHA Submits Public Meeting Notice to Times Union – Legal Notice of Meeting
 - Two Publications ?
 - Sunday, May 28?
 - Monday, June 5?



Public Meeting Format

- Location - CHA 3 Winners Circle Office
 - Meeting Room is Welcoming
 - Ample & Easy Parking
 - Water, Soda & Coffee
- Open House Format: Stations Staffed by CHA Team
 - Master Plan Purpose & Process
 - Passenger Terminal Needs & Concepts
 - Airfield / Support Facilities Needs & Concepts
- Comment Station (Email & Comment Cards, Note Taker)
- ACAA Staff Present





ALBANY
INTERNATIONAL AIRPORT

Public Meeting Outreach

Public Meeting Flyer

**Public Information Open House
Albany International Airport
Master Plan Update**

Your insight on the future of Albany International Airport is needed!

The Albany International Airport is developing a Master Plan Update to support growth and guide airport improvement to meet existing and future needs of Airport users over a 20-year planning period.

Attend the Public Information Session

Please attend the information session to learn more about the ongoing Airport Master Plan Update. You will have an opportunity to provide feedback on the Draft Plan that will guide future Airport Development.

Thursday, June 20, 2023, 5 – 7 PM
3 Winners Circle
Albany (Colonie), NY 12205

Ample Free Parking

Stay Connected Online: www.ALB-Master-Plan.com

On the website, share your input, join the mailing list, and stay up to date with the Plan process and documents!

Social Media Post

Albany Airport @AlbanyAirport · Mar 15

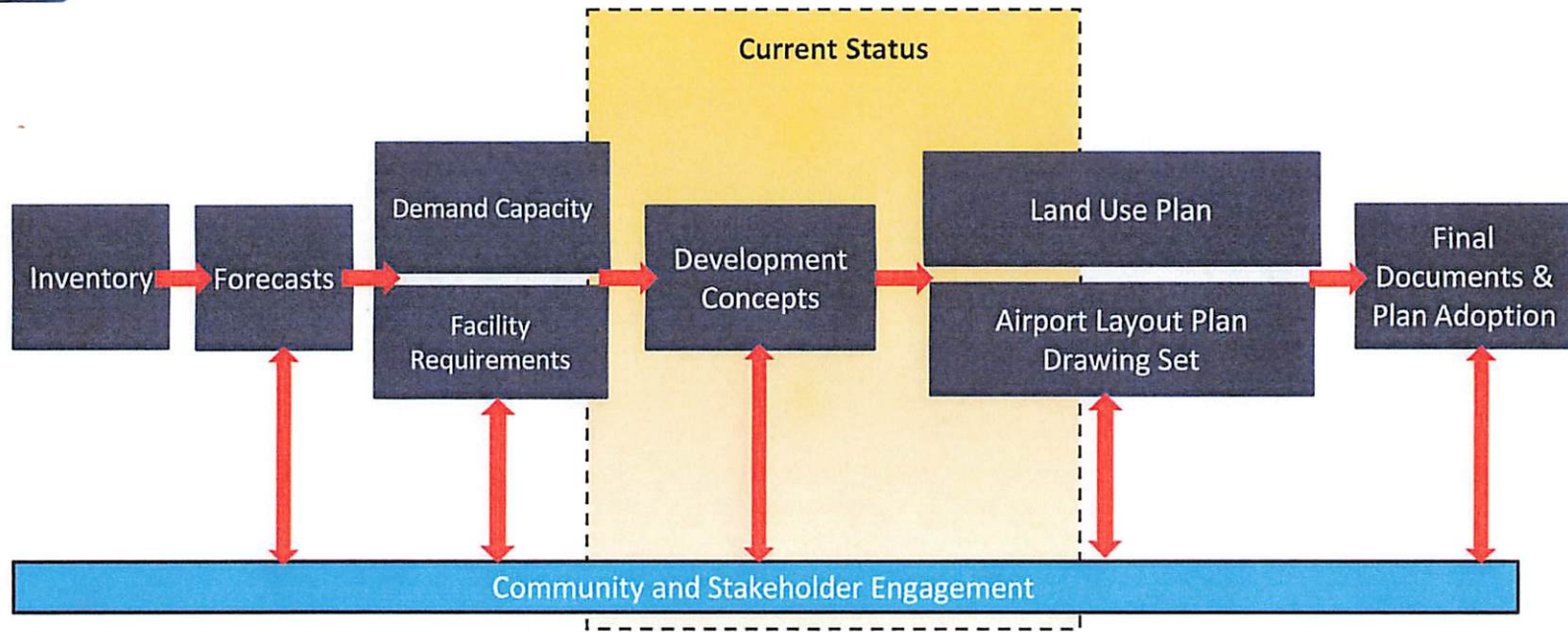
We need your input! Join @AlbanyAirport for a Master Plan Update and Public Information Meeting on June 20, 5-7 PM, at 3 Winners Circle, Albany, NY. Help guide future airport improvements to meet the needs of the Capital Region. Find more information at ALB-Master-Plan.com

Public Information Session

🗨️ 3 ❤️ 7 📊 4,184 ↗️



Master Planning Process/Status





Revised Project Schedule

2023													
Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Inventory Completed													
Forecast Completed													
Facility Requirements				Review period									
Development Concepts					Review period								
Non-aeronautical Development Evaluation						Review period							
Airport Layout Plan									Review period				
Community Outreach					RAC	TAC	PM	Community Outreach			RAC	TAC	PM
Documentation			W	Documentation					D	Review period		F	

Working Period

D Draft Report
F Final Report
W Working Paper

Review period

PM | **TAC** | **RAC**
 Regional Advisory Committee Meeting
 Technical Advisory Committee Meeting
 Public Meetings



NOTICE



Posted:
info desk
ACAA website
4/28/23

ALBANY COUNTY AIRPORT AUTHORITY

PUBLIC COMMUNICATIONS COMMITTEE

MEETING NOTICE

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ALBANY COUNTY AIRPORT AUTHORITY

CAPITAL IMPROVEMENTS COMMITTEE

MEETING NOTICE

Notice is hereby given of the following **Capital Improvements Committee** Meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold a **Capital Improvements Committee** meeting on Wednesday, May 3, 2023 at **12:00 noon.** The meeting will be held in the Conference Room in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.

Liz Charland

Fro: Liz Charland
Sent: Friday, April 28, 2023 10:02 AM
To: TU Legals
Subject: Account No. 061026000
Importance: High

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

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PUBLIC COMMUNICATIONS COMMITTEE
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Liz Charland

From: Liz Charland
Sent: Friday, April 28, 2023 2:15 PM
To: Board Room; Bobbi Matthews; Brian King; Carmiena Brooks; Chris Quinn; Connor Haskin; Dave Collins; Doug Myers; Dwayne Lovely; Fire Chief Dave Cook; Helen Chadderdon; Jenn Munger; Jim O'Brien; John LaClair; Katie Kane; Katie Mahoney; Kevin Hehir; Liz Charland; Margaret Herrmann; Matt Cannon; Michael Zonsius; Phil Calderone; Ray Camilli; Todd Pennington
Subject: Committee Meetings - Public Communications and CIC - Wednesday May 3, 2023 at 11:00 a.m. and 12:00 noon

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Liz Charland

From: Liz Charland
Sent: Friday, April 28, 2023 2:14 PM
To: Bart Johnson; Brandon Russell, Majority Counsel; Brian King; Carl Stewart (Turner); County Executive Daniel P. McCoy; Dave Collins; Fire Chief Dave Cook; Frank Mauriello, Albany County Minority Leader; George Penn (Albany County); Jeremy Martelle (CHA); Jill Bryce; Kelly Melaragno (CHA); Larry Rulison (Times Union); LRulison (Times Union); Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mike DeMasi (Business Review); mmangini; Pete Rea (prea@dot.state.ny.us); Rich Amadon (CHA); Rick Karlin; Rob Wagner (Turner); Spotlight News; Todd Pennington; WRGB News
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Frc
Sent: Liz Charland
Friday, April 28, 2023 2:12 PM
To: 'Saratogian Newspapers'; 'The Colonie Spotlight'; 'The Gazette'; 'The Troy Record'
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From: Liz Charland
Sent: Friday, April 28, 2023 2:10 PM
To: Janet Thayer; John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steve Heider; Steven H. Heider; Thomas A. Nardacci
Subject: Committee Meetings May 3 2023
Attachments: 5 - May 3 - Capital Improvements Committee(2).docx; 5 - May 3 (2) - Public Communications Committee(2).docx

Attached are the agendas for Wednesday's Public Communications and CIC meetings. The books are also available on our website. Please follow the links below

https://www.albanyairport.com/application/files/1216/8270/4346/05032023_Public_Communications_Committee.pdf

https://www.albanyairport.com/application/files/3916/8270/4357/05032023_Capital_Improvements_Committee.pdf

The books have also been uploaded to the ipads.

Please let me know if you have any questions.

Thank you.
Liz

AGENDA



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PUBLIC COMMUNICATIONS COMMITTEE**

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Briefing – May 3, 2023

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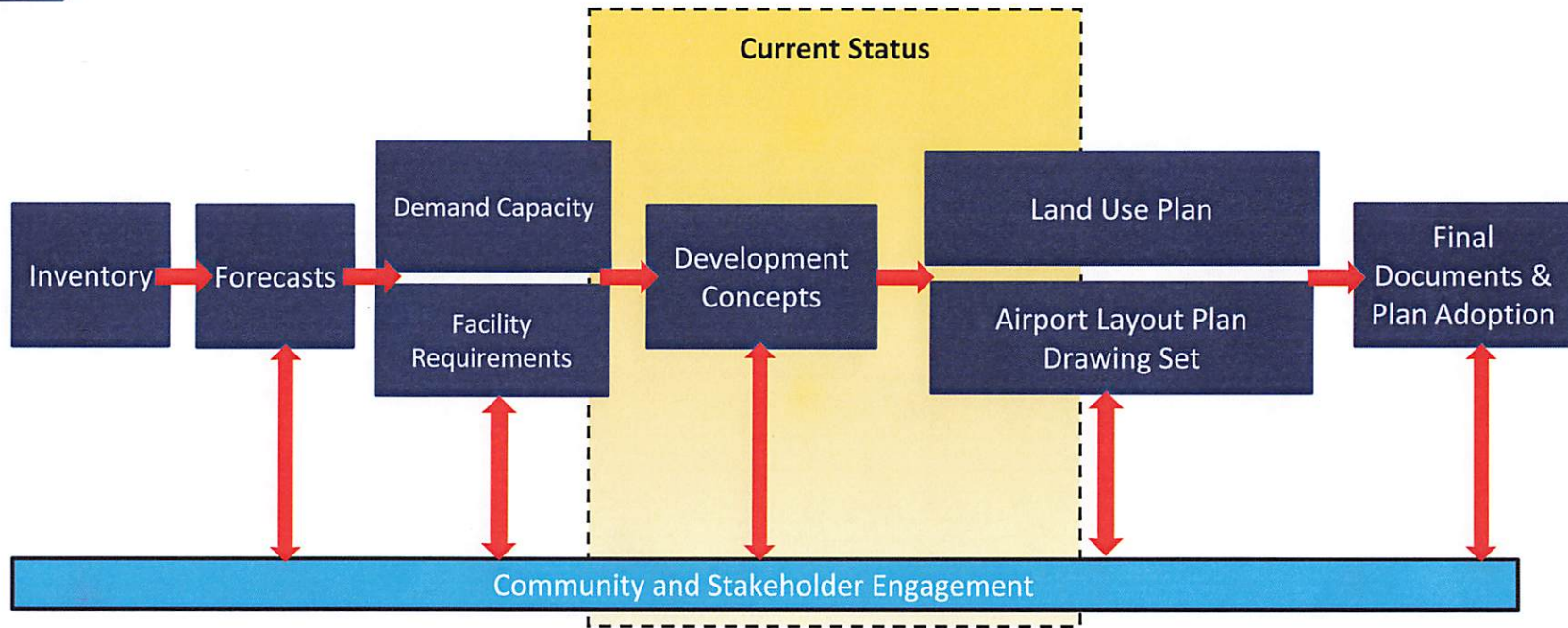
Albany Airport @AlbanyAirport · Mar 15

We need your input! Join @AlbanyAirport for a Master Plan Update and Public Information Meeting on June 20, 5-7 PM, at 3 Winners Circle, Albany, NY. Help guide future airport improvements to meet the needs of the Capital Region. Find more information at ALB-Master-Plan.com

Public Information Session

🗨️ 3 ❤️ 7 📊 4,184 ↗️

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Working Period

Review period

D	Draft Report
F	Final Report
W	Working Paper

PM	Public Meetings
TAC	Technical Advisory Committee Meeting
RAC	Regional Advisory Committee Meeting

