



ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

December 9, 2024

AGENDA

General:

- 1. Chairman's Remarks**
- 2. Approval of Minutes**
Regular Meeting – November 21, 2024
- 3. Communications and Report of Chief Executive Officer**

Reports:

- 4. Chief Operating Officer**
- 5. Chief Financial Officer**
- 6. Project Development**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**
- 9A. Art & Culture**



Action Items:

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 10.1 Authorization to make purchases using State of New York Contracts: Diesel Fuel (Group # 05602/ Award 23298)**
 - 10.2 Approval of expenditure not to exceed \$989,000 for 2025 insurance premiums including Aviation Liability, Property, Workers Compensation, Public Officials, Pollution, Crime and Fiduciary.**
- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants - None**
- 13. Informational Only**
- 14. Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 4, 2023.**

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters

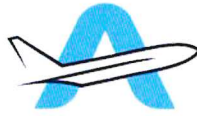
- ES-1 Matter Involving the Employment History of a Particular Individual**

AGENDA ITEM NO. 1

Chairman's Remarks

AGENDA ITEM NO. 2

Approval of Minutes



Minutes of the Regular Meeting of the Albany County Airport Authority

November 21, 2024

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday November 21, 2024 @ 9:00 a.m. in the third floor conference room at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

MEMBERS PRESENT

Samuel A. Fresina
Kevin R. Hicks, Sr.
Steven H. Heider
Sari M. O'Connor
Janet M. Thayer

MEMBERS ABSENT

John-Raphael Pichardo
Thomas A. Nardacci

STAFF

Peter F. Stuto, Acting Chief Executive Officer
John A. O'Donnell, Chief Operating Officer
Christine C. Quinn, Airport Counsel
John LaClair, Chief Engineer
Matt Mokey, Airport Engineer
Margaret Herrmann, Chief Accountant
Liz Charland, Administrative Services
Helen Chadderdon, Marketing Manager
Jenn Munger, Paralegal
Kathy Greenwood, Director of Arts & Exhibition
Bobbi Matthews, Purchasing Agent

ATTENDEES

Andrew King, AvPorts
Carmiena Brooks, Assistant Airport Manager, AvPorts
Steven Smith, Communications Director, AvPorts
Fire Chief Dorsey AvPorts
Deputy Fire Chief Chris Menge
Katie Mahoney, Parking Manager, AvPorts
Kevin Hehir, Building Maintenance Manager
Ray Camilli, AvPorts
Chris Pasquinni, AvPorts
Jeff Lovell, Managing Director Park Strategies, LLC
Brian King, Manager Million Air
Kevin Butterfield, Albany County Communications
Bart Johnson, Federal Security Director
Michael Kilcullen, Deputy Assistant Federal Security Director



Shawntae Jones, Lead Transportation Security Manager
Rich Amadon, CHA
Don Brundage, AvPorts Safety Manager
Leanne Politi, The Martin Group
Larry Rulison, Times Union

Chair Fresina noted that there was a quorum.

General:

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

Mr. Hicks moved to approve the minutes of the October 15, 2024 meeting. The motion was adopted unanimously.

Management Reports:

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

Mr. Stuto presented a Communications and Chief Executive Officer's Report for the month of November 2024 – (Power Point attached.)

4. **Chief Operating Officer**

Mr. O'Donnell presented the Chief Operating Officer's report for the month of November 2024 – (Power Point attached.)

5. **Chief Financial Officer Report**

Ms. Herrmann presented the Financial Report for the month of November 2024. (Power Point attached.)

6. **Project Development**

Mr. LaClair and Mr. Mokey presented the Project Development report for the month of November 2024. (Power Point attached.)

7. **Counsel**

8. **Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador report for the month of November 2024.

9. **Public Affairs**

Mr. Smith presented a Public Affairs report for the month of November 2024. (Power Point attached.)



9a. Art & Culture

Ms. Greenwood presented an Art & Culture report for the month of November 2024. (Power Point attached.)

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

10.1 Lease: Lease No. L-1217: 22 Jetway Drive – Office Space with CommuteAir, LLC d/b/a CommuteAir

Ms. Quinn recommended authorization to enter into a lease with CommuteAir. She advised Commute Air is an affiliate airline operating at this Airport and providing service as United Express for United Airlines. CommuteAir has requested to lease the office space at 22 Jetway Drive as it currently exists. The lease is for five years at the initial rate of \$4,038 per month (\$48,456 per year) plus a utility charge subject to a three (3%) annual adjustment.

Mr. Heider moved to authorize the Authority to enter into a lease with CommuteAir for office space at 22 Jetway Drive for five years at the initial rate of \$4,038 per month (\$48,456 per year) plus a utility charge subject to a three (3%) annual adjustment. The motion was adopted unanimously.

10.2 Service Contract: Contract No. SC-1201 HVAC Services BPI Piping, Inc. & Eckert Mechanical

Ms. Herrmann recommended authorization to approve Contract No. SC-1201 HVAC Services BPI Piping, Inc. & Eckert Mechanical. She advised the Airport relies upon the services of an independent contractor to provide technical and support services as requested and directed by the Airport Heating, Ventilating, and Air Conditioning (HVAC Mechanic). Based upon an evaluation of the services offered and the fees proposed, a request is made to award a one year contract with four additional one year terms to the two contractors receiving the highest evaluation score; BPI Piping and Eckert Mechanical for \$75,000 (Estimated Total Contract Cost).

Mr. Hicks moved to authorize the Authority to enter into service contracts with BPI Piping, Inc. Eckert Mechanical for a one year contract with four additional one year terms for \$75,000 (Estimated Total Contract Cost). The motion was adopted unanimously.



10.3 Authorization to make purchases using State of New York Contracts for Road Salt NYS State Contract Number Award: 23358 Contract Period Sep 20, 2024 – August 31, 2025 American Rock Salt LLC

Ms. Herrmann recommended authorization to purchase a Dulevo 850 Tier 4 sweeper from Guthrie Sales & Service to be used in the South Parking Garage in the amount of \$130,904.73. She advised this sweeper is being purchased under Sourcewell Contract # 093021-FAY.

Ms. Thayer moved to approve the purchase of a Dulevo 850 Tier 4 sweeper from Guthrie Sales & Service in the amount of \$130,904.73. The motion was adopted unanimously.

10.4 Purchase Order: Purchase of one (1) 2024 Chevrolet Tahoe 4WD

Ms. Herrmann recommended authorization to purchase One (1) Chevrolet Tahoe 4WD 4 Dr Commercial vehicle will be used by the Assistant Fire Chief in the amount of \$52,736.10. She advised a bid was issued using the NYS OGS Vehicle Marketplace (Bid # 24-1101). The Airport Vehicle Maintenance Supervisor has reviewed the submittals and recommends award to Mohawk Chevrolet. This vehicle is in stock and available for delivery once approved. A purchase order will be issued.

Mr. Heider moved to approve the purchase of One (1) Chevrolet Tahoe 4WD 4 Dr Commercial vehicle in the amount of \$52,736.10. The motion was adopted unanimously.

10.5 Purchase Order: Contract No. 1204 Deicing Products for Runways, Taxiways & Ramps Nachurs Alpine Solutions for Items #2 & #4 New Deal Deicing for Item #3

Ms. Herrmann recommended authorization to issue a Purchase Order for both solid and liquid deicing materials for the deicing of runways, taxiways and ramps in the amount of \$250,000 (Estimated annual contract costs) from Nachurs Alpine Solutions.

Ms. O'Connor moved to approve the award of a Purchase Order (P.O.) to Nachurs Alpine Solutions in the amount of \$250,000 (Estimated) for deicing materials. The motion was adopted unanimously.

10.6 Construction Contract: Contract No. SC-1203 - Plumbing Services BPI Piping, Inc. & Eckert Mechanical

Ms. Herrmann recommended authorization to award Contract No. SC-1203 for Plumbing Services to BPI Piping, Inc. & Eckert Mechanical in an estimated Contract Amount of \$75,000. She advised the Airport relies upon the services of an independent contractor to provide plumbing and drain repairs and maintenance as directed by the Airport Building Maintenance Department on an as needed basis. The RFP stated two (2) contractors would be awarded this contract to avoid project delays if one contractor is not readily available. Requested work will be alternated between the two contractors at the discretion of the Airport Authority Representative. Based upon the evaluation criteria stated in the RFP, the



two proposers receiving the highest scores are BPI Piping and Eckert Mechanical. Request is made that a contract for 1 (one) year with four 1 (one) optional renewals be awarded to each of these contractors.

Mr. Hicks moved to approve the award of Contract No. SC-1203 for Plumbing Services to BPI Piping, Inc. & Eckert Mechanical in an estimated Contract Amount of \$75,000. The motion was adopted unanimously.

10.7 Service Contract: Contract No. SC-1212: Cable & Telecommunication Technician Adirondack Cabling, Inc.

Ms. Herrmann recommended authorization to enter into Service Contract No. SC-1212 with Adirondack Cabling, Inc. in the amount of \$150,000 (Estimated total contract costs on as needed basis). She advised the Airport relies upon the services of an independent contractor to provide cable and telecommunication services to support our Airport IT department on an as needed basis. Only one proposal was received from Adirondack Cabling. This contract is for one (1) year with four (4) optional one year renewals.

Mr. Heider moved to approve Service Contract No. SC-1212 with Adirondack Cabling, Inc. in the amount of \$150,000 (Estimated total contract costs on as needed basis). The motion was adopted unanimously.

10.8 Issue Purchase Order for Purchase and Installation of Siemens APOGEE Migration, HVAC Control software for the Terminal.

Ms. Herrmann recommended authorization to issue a Purchase Order for Purchase and Installation of Siemens APOGEE Migration, HVAC Control software for the Terminal in the amount of \$94,778. She advised the existing Terminal HVAC controls were no longer serviceable by Siemens. Siemens proposed to install this new system, which is upgradable. The new system will monitor and control all Terminal HVAC systems and allow the new Pre-TSA addition to be added in.

Ms. O'Connor moved to approve the Purchase and Installation of Siemens APOGEE Migration, HVAC Control software for the Terminal in the amount of \$94,778. The motion was adopted unanimously.

10.9 Issue Purchase Order for Geothermal Test Bore and Thermal Conductivity Test to Aztech Geothermal, LLC.

Mr. Mokey recommended authorization to issue a Purchase Order in the amount of \$55,675.00 to Aztech Geothermal, LLC. for the completion of the Geothermal Test Bore and Thermal Conductivity. He advised exploration and testing was completed as a requirement for the Geothermal Project Design and funded under the NYSERDA Grant.

Ms. Thayer moved to approve a Purchase Order in the amount of \$55,675.00 to Aztech Geothermal, LLC. for the completion of the Geothermal Test Bore and Thermal Conductivity. The motion was adopted unanimously.



10.10 Service Contract: Service Contract No. – SC-1220 - Authorization of CY 25 United States Department of Agriculture (USDA)

Mr. O'Donnell recommended authorization to enter into a Service Contract with the United States Department of Agriculture (USDA) for Wildlife Hazard Mitigation Services in the amount of \$72,215. He advised the USDA, as the sole-source federal wildlife management agency, supports Part 139 Airports in meeting the Wildlife Hazard Management Plan (WHMP) requirements set by the Federal Aviation Administration (FAA). USDA holds all appropriate permits through both federal and state organizations to conduct such activities on-airport and in the surrounding area.

Ms. Thayer moved authorize the Authority to enter into a Service Contract with the United States Department of Agriculture (USDA) for Wildlife Hazard Mitigation Services in the amount of \$72,215. The motion was adopted unanimously.

11 Authorization of Change Orders

11.1 Change Order 1 to Construction Contract 1145-GC for Million Air Roof to Titan Roofing, Inc.

Mr. LaClair recommended authorization to approve Change Order 1 Contract No. 1145-GC for the Million Air Roof to qualified low bidder Titan Roofing, Inc. for \$51,399. He advised during the removal of the existing roof at Million Air, the contractor discovered that the existing tapered insulation was in very poor shape and if reused would not allow the new roof to drain properly. Titan Roofing proposed using new tapered insulation to provide proper drainage.

Mr. Hicks moved to approve Change Order 1 Contract No. 1145-GC for the Million Air Roof to qualified low bidder Titan Roofing, Inc. for \$51,399. The motion was adopted unanimously.

12. Authorization of Federal and State Grants - None

13. Informational Only – None

14. Adoption of Budget 2025 in the amount of \$191,387,342 (includes \$117,188,206 of Contributed Capital) and authorization to transfer \$102,354 from the Authority to the Albany County Airport Authority OPEB Trust.

Ms. Herrmann recommended the approval of the Adoption of the 2025 Budget. She advised the Finance Committee met on November 14, 2024 and made a positive recommendation for Adoption of Budget 2025 in the amount of \$191,387,342 (includes \$117,188,206 of Contributed Capital) and authorized the transfer of \$102,354 from the Authority to the Albany County Airport Authority OPEB Trust.



Mr. Hicks moved to approve the Adoption of Budget 2025 in the amount of \$191,387,342 (includes \$117,188,206 of Contributed Capital) and authorized the transfer of \$102,354 from the Authority to the Albany County Airport Authority OPEB Trust. The motion was adopted unanimously.

Old Business: None

New Business: None

Executive Session - Attorney-Client Privilege Matters

Chair Fresina made motion to go into executive session at 10:00 a.m. to discuss:

ES-1 – Matter Involving a Particular Individual(s);

ES-2 – Matter Involving a Particular Corporation(s); and

ES-3 - Matter Imperil the Public Safety

There being no action taken on ES-1, ES-2 or ES-3 and no further business, the meeting was adjourned at 12:35 p.m.



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- 10. Concessions/Ambassador Program**
- 11. Public Affairs**



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 - 10.2 Service Contract: Contract No. SC-1201 HVAC Services BPI Piping, Inc. & Eckert Mechanical**
 - 10.3 Purchase Order: 2024 Dulevo 850 Sweeper Guthrie Sales & Service**
 - 10.4 Purchase Order: Purchase of one (1) 2024 Chevrolet Tahoe 4WD
G & H Auto Group DBA Mohawk Chevrolet, 639 State Route 67
Ballston Spa, NY 12020-3707**
 - 10.5 Purchase Order: Contract No. 1204 Deicing Products for Runways, Taxiways
& Ramps Nachurs Alpine Solutions for Items #2 & #4
New Deal Deicing for Item #3**
 - 10.6 Contract No. SC-1203 - Plumbing Services BPI Piping, Inc. & Eckert
Mechanical**
 - 10.7 Purchase Order: Contract No. SC-1212: Cable & Telecommunication
Technician Adirondack Cabling, Inc.**
 - 10.8 Issue Purchase Order for Purchase and Installation of Siemens APOGEE
Migration, HVAC Control software for the Terminal.**
 - 10.9 Issue Purchase Order for Geothermal Test Bore and Thermal Conductivity
Test to Aztech Geothermal, LLC.**
 - 10.10 Service Contract: Authorization of CY 25 United States Department of
Agriculture (USDA) Wildlife Hazard Mitigation Services contract**

- 11. Authorization of Change Orders**
 - 11.1 Authorization for Change Order #1 to Construction Contract 1145-GC for
Million Air Roof to Titan Roofing, Inc.**



12. Authorization of Federal and State Grants - None
13. Informational Only
14. Adoption of Budget 2025 in the amount of \$191,387,342 (includes \$117,188,206 of Contributed Capital) and authorization to transfer \$102,354 from the Authority to the Albany County Airport Authority OPEB Trust.

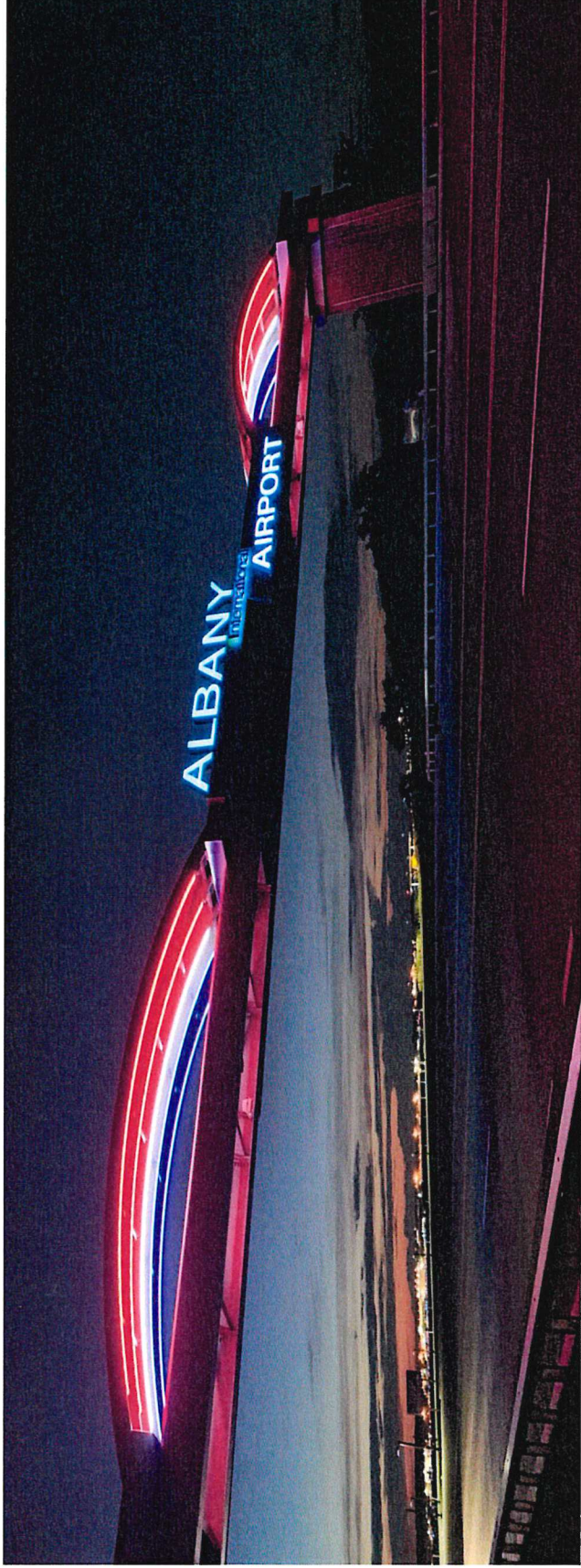
Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters

ES-1 – Matter Involving a Particular Individual(s)

ES-2 – Matter Involving a Particular Corporation(s)



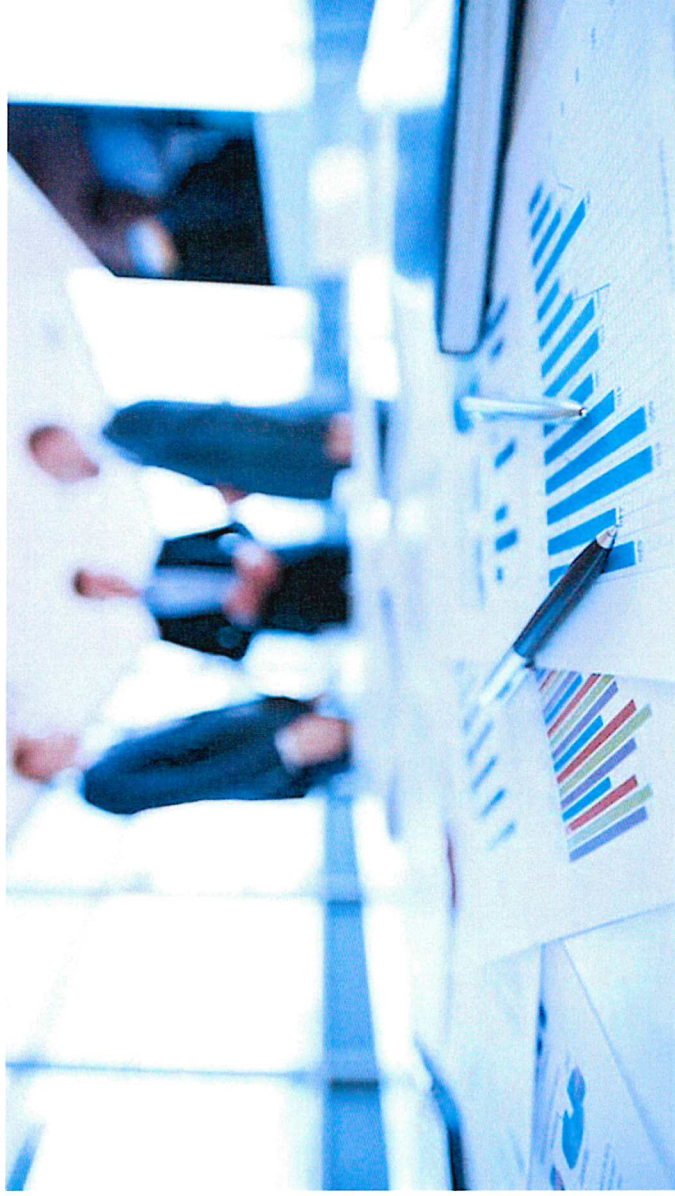
November 2024



CEO Report



COO Report



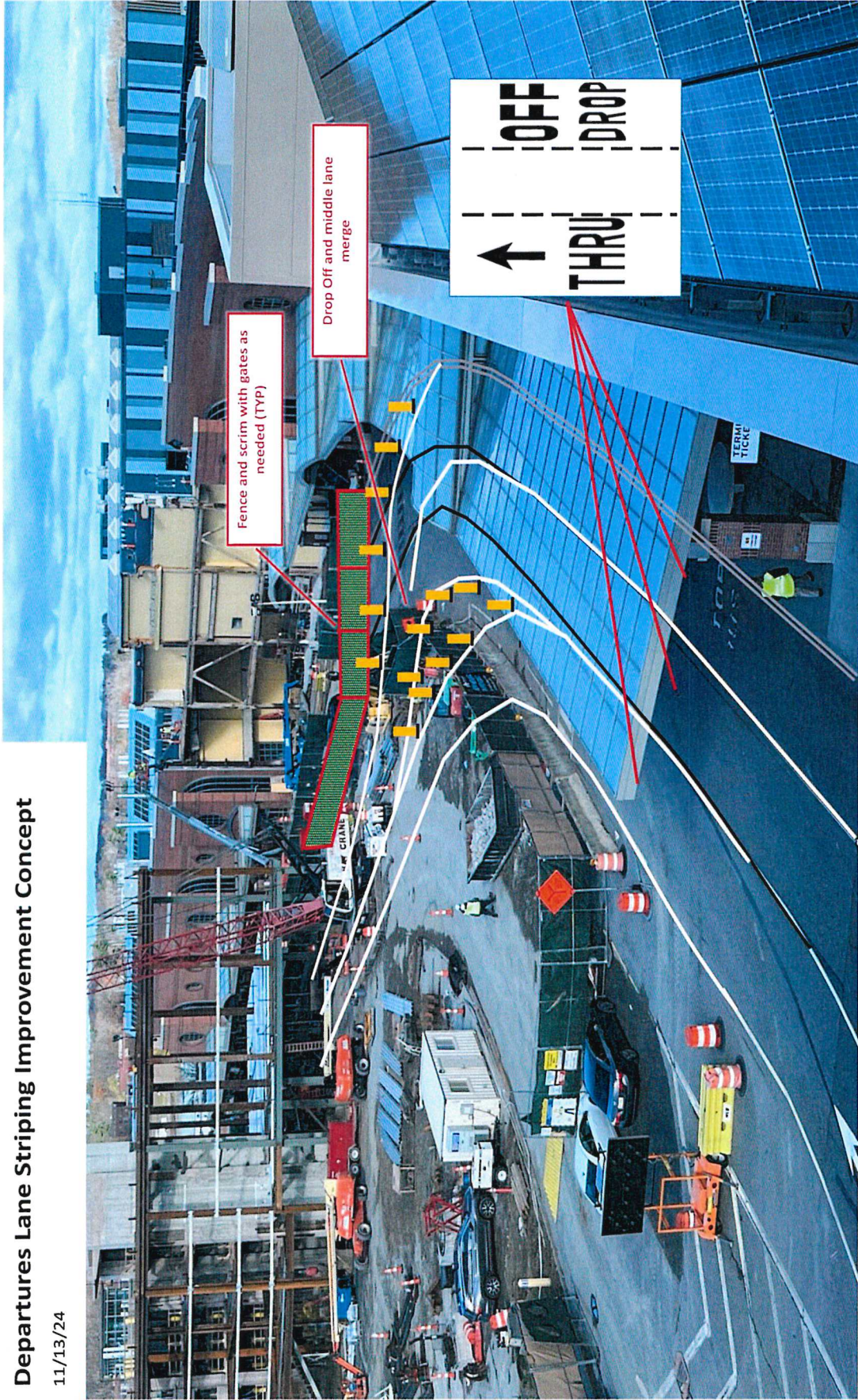
Baggage Claim Lane Striping Improvement Concept

11/13/24



Departures Lane Striping Improvement Concept

11/13/24





**We ask for
your patience
while we
ensure your
safety.**

Construction activity
above requires brief
walkway closures.





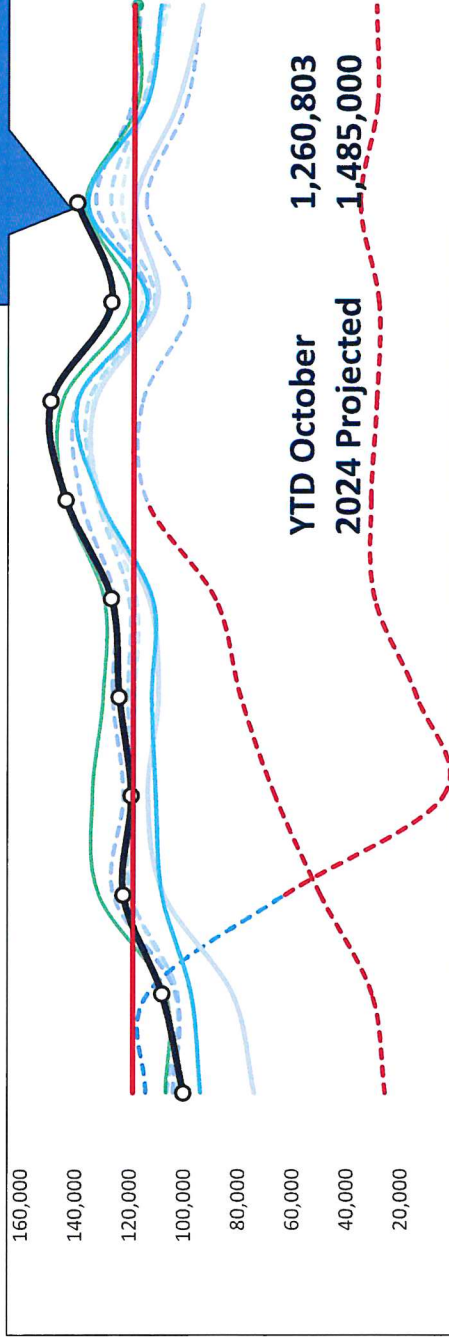
FINANCIAL REPORT

September 2024

November 21, 2024

Monthly Enplanements

September & October Enplanements - Highest Sept & Oct on record

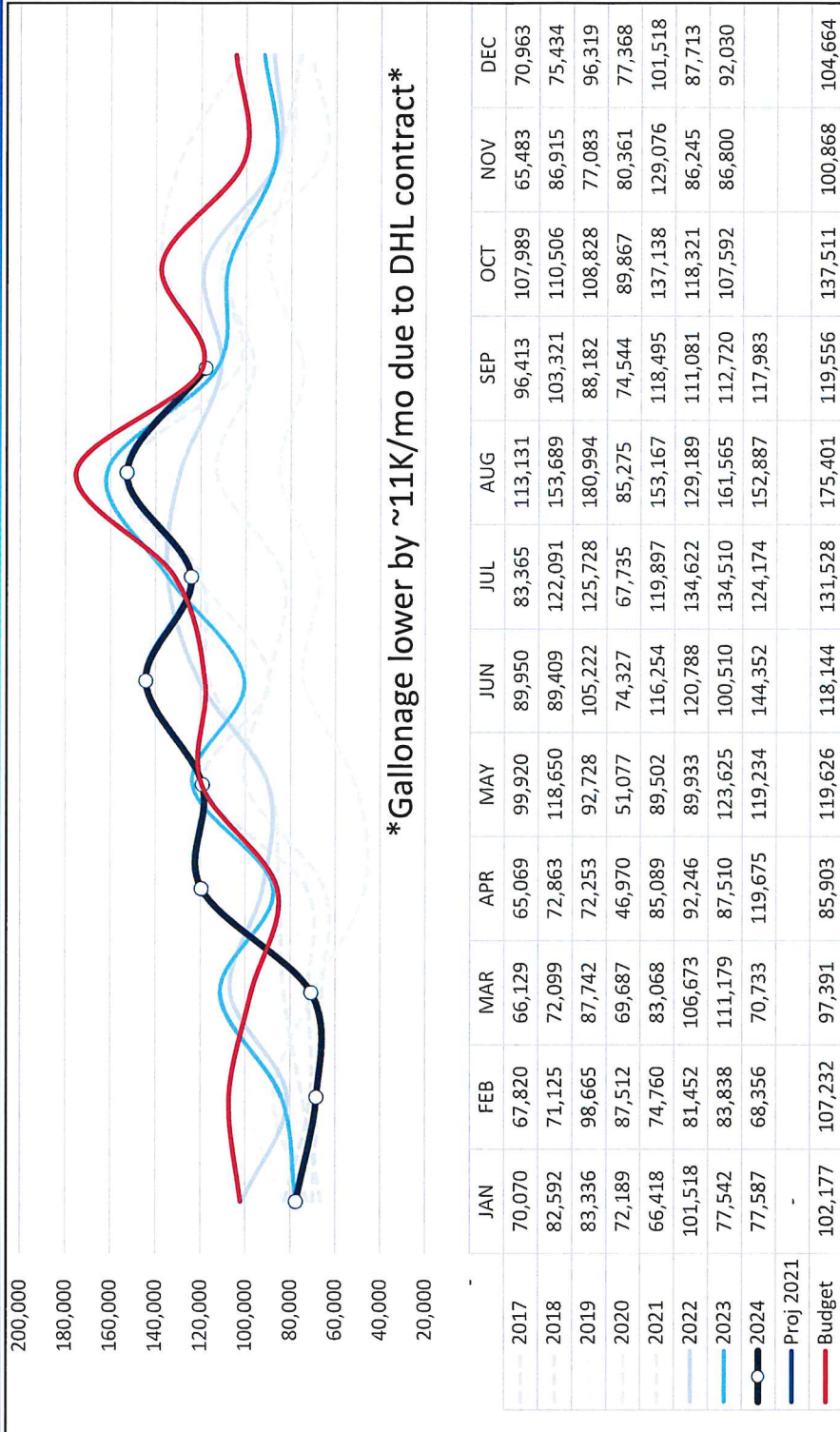


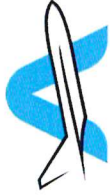
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	102,325	103,214	119,403	119,362	118,293	117,743	130,930	133,612	115,752	123,374	115,220	106,206
2017	106,168	102,255	119,677	119,423	120,665	120,316	131,916	135,306	111,208	127,281	115,758	107,862
2018	104,011	102,852	126,052	122,342	126,345	125,618	137,983	139,520	113,139	132,723	119,639	116,482
2019	106,622	106,760	131,398	133,722	129,868	129,585	143,957	144,967	120,058	136,558	117,662	117,812
2020	114,119	113,232	62,622	4,147	13,968	29,752	31,092	29,022	28,257	35,274	29,089	29,455
2021	25,665	30,538	49,504	66,433	79,125	88,614	114,106	115,469	98,456	114,335	99,723	93,971
2022	74,020	82,020	107,454	113,430	109,543	113,139	131,337	132,892	110,178	118,321	102,991	93,607
2023	93,882	97,311	108,087	110,378	111,996	111,736	131,035	139,302	113,844	135,785	114,293	108,990
2024	100,258	108,129	122,407	119,477	123,993	126,907	143,652	149,279	127,013	139,688		
Budget 23	118,750	118,750	118,750	118,750	118,750	118,750	118,750	118,750	118,750	118,750	118,750	118,750

Annual
1,405,434
1,417,835
1,466,706
1,518,969
520,029
975,939
1,288,932
1,376,639

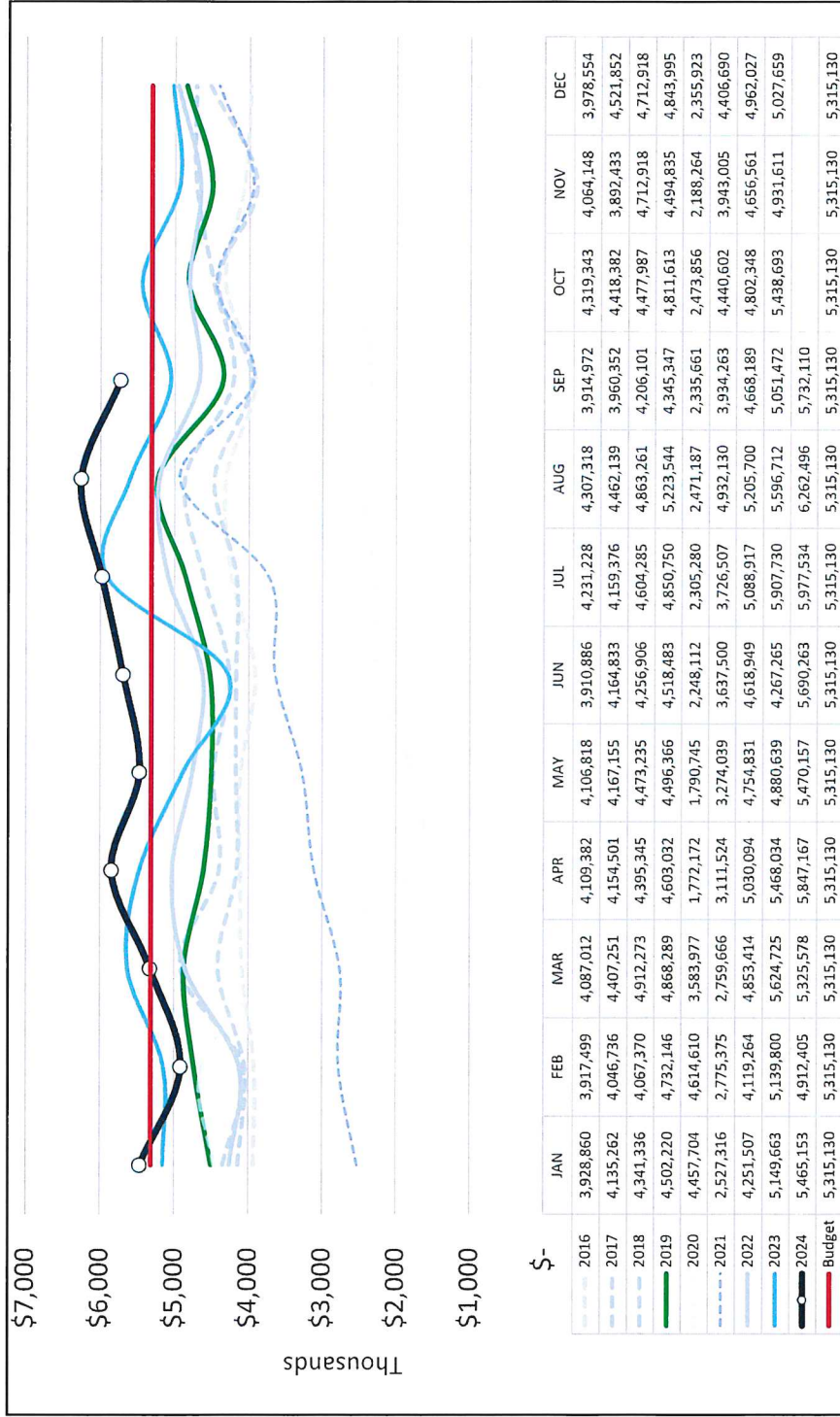


Monthly Jet A FBO only (gallons)



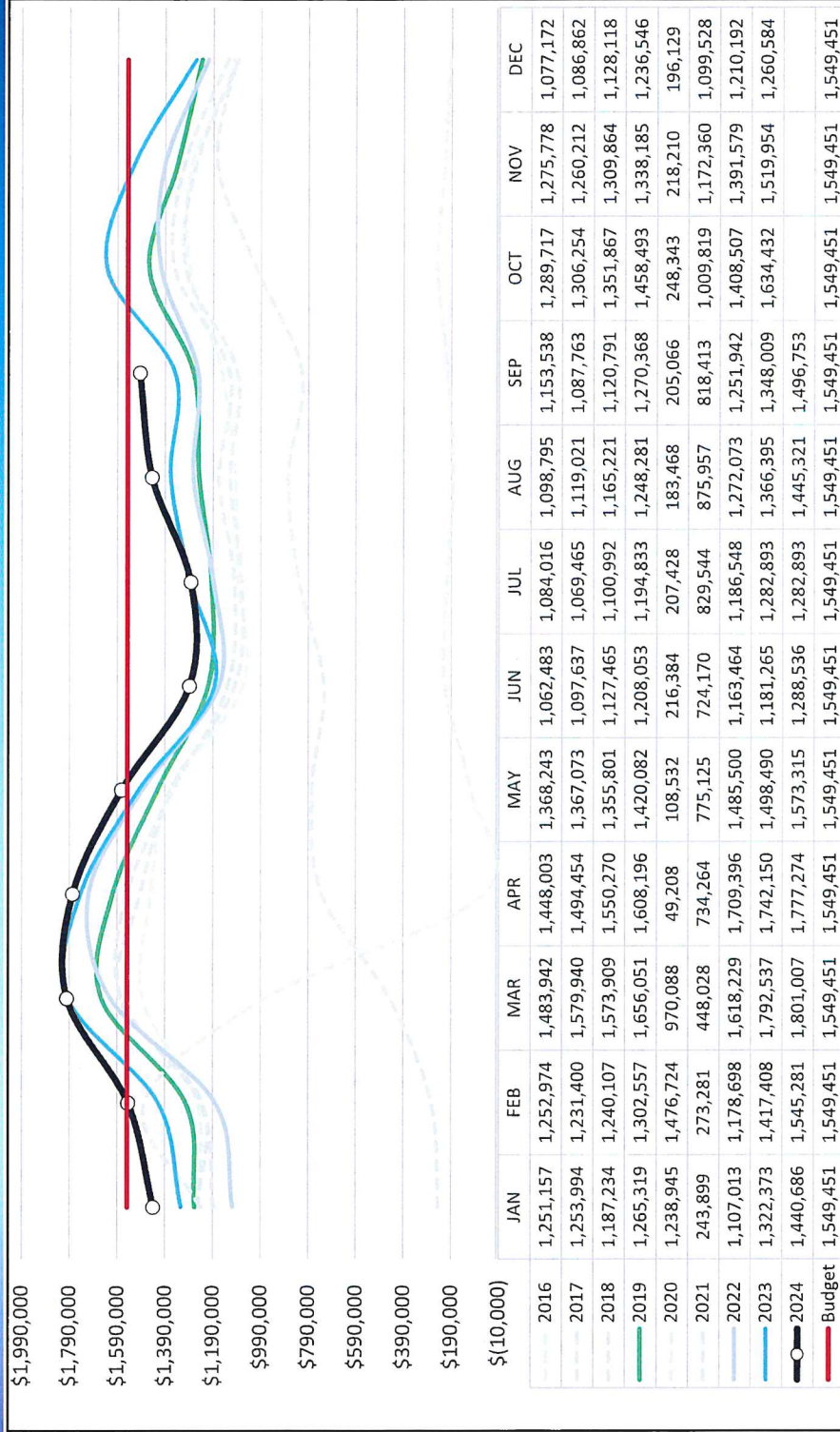


Operating Revenue (including FBO)



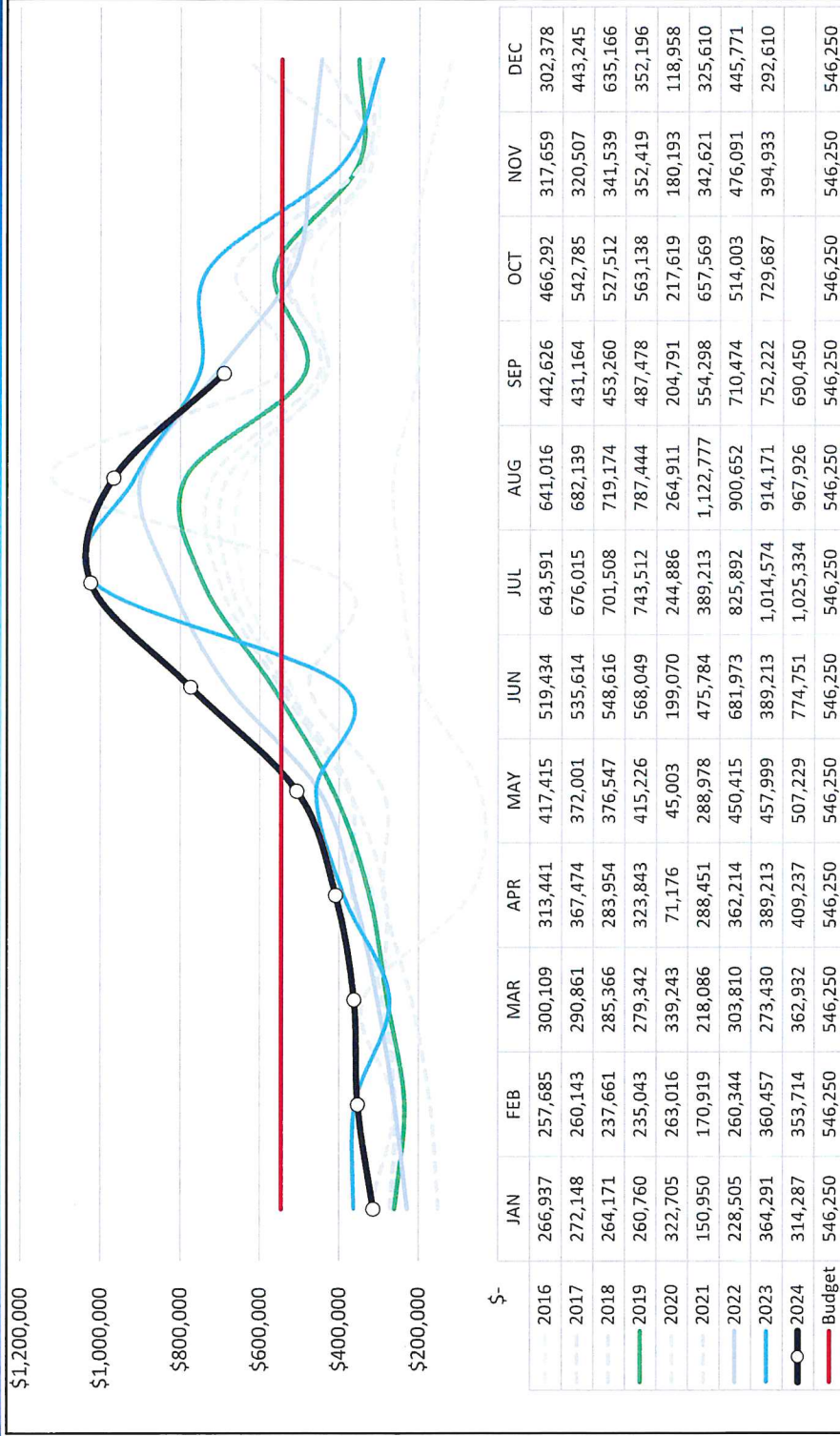


Parking Revenues



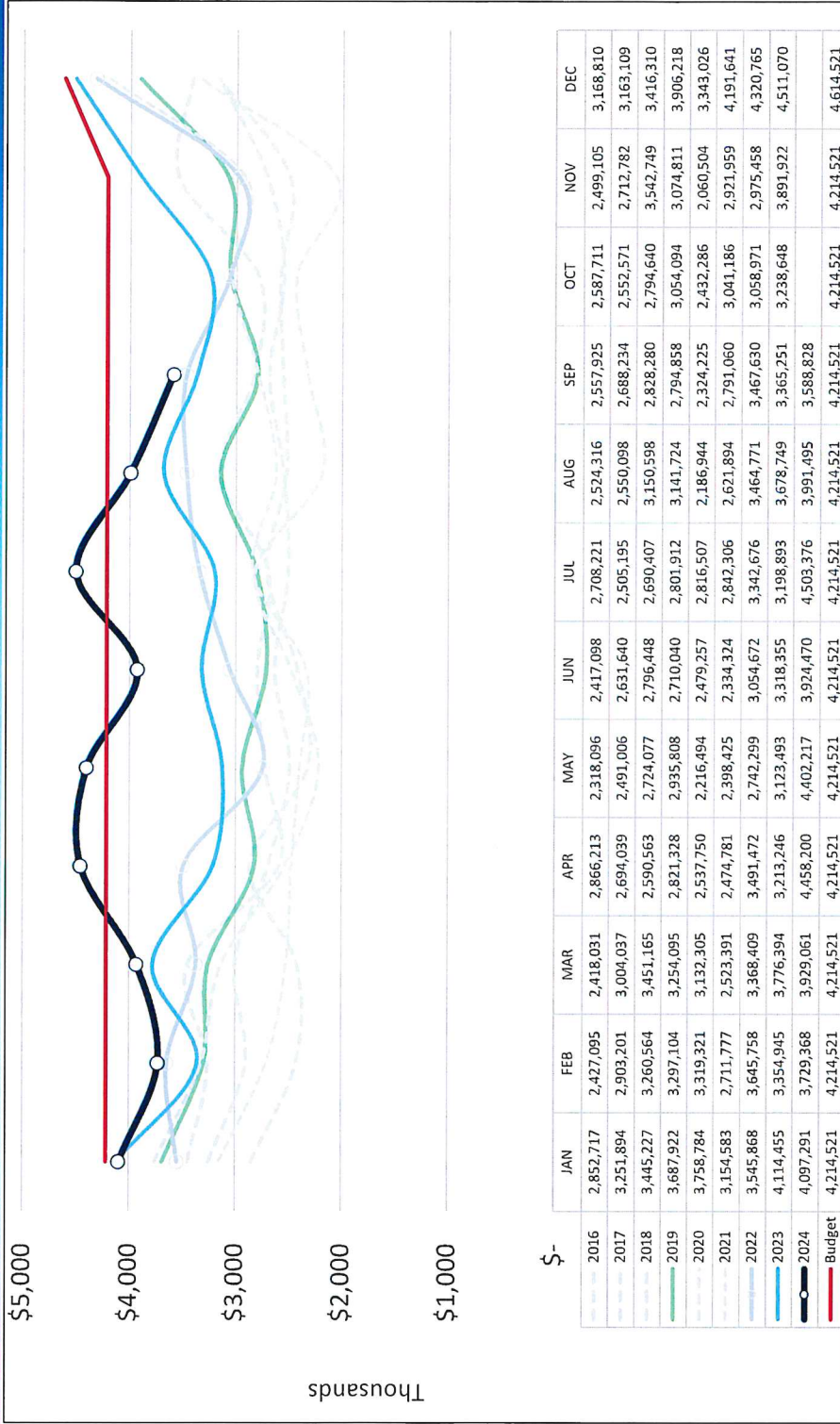


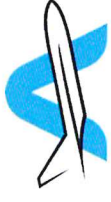
Rental Car Revenues



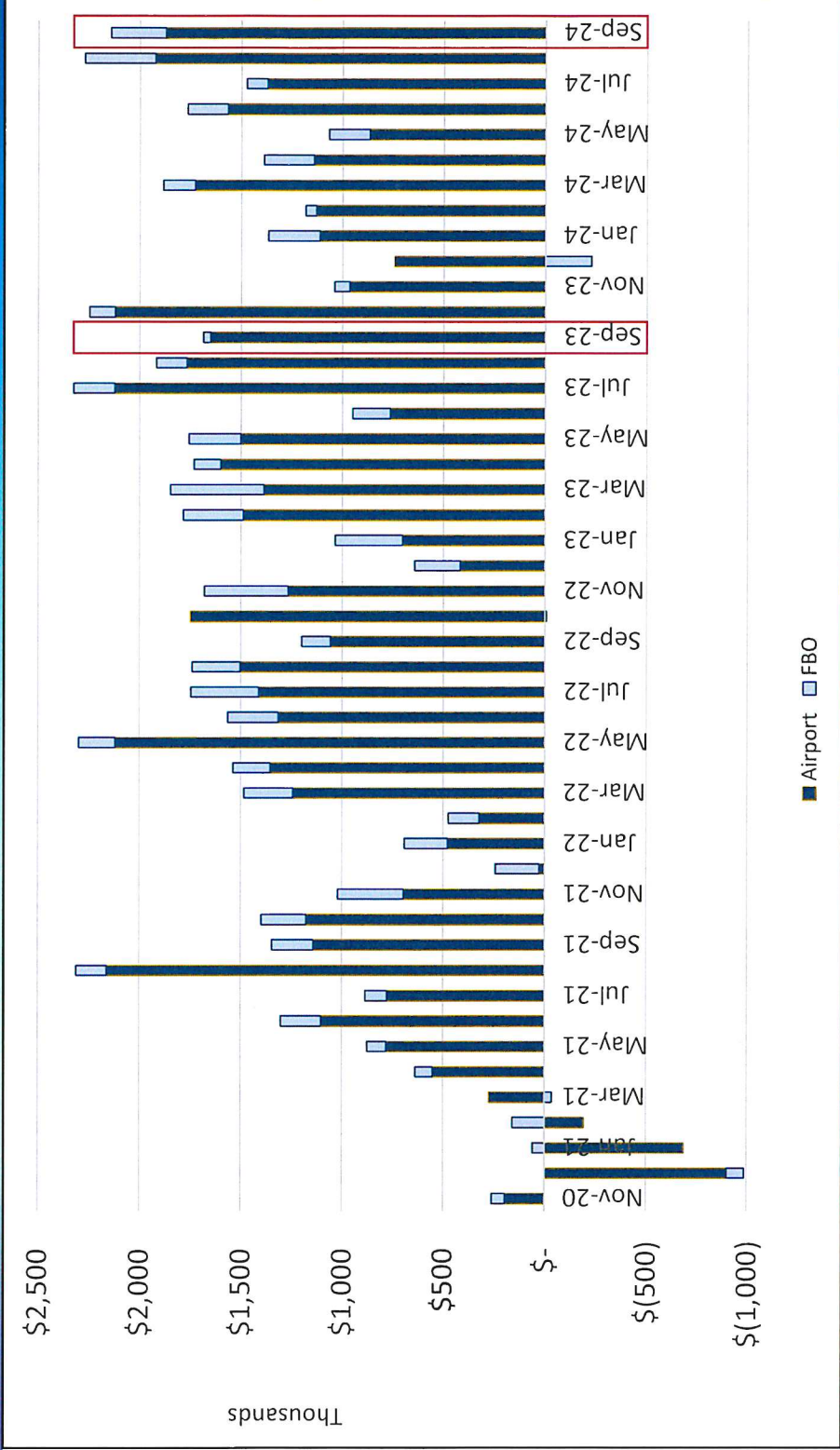


Operating Expense (including FBO)



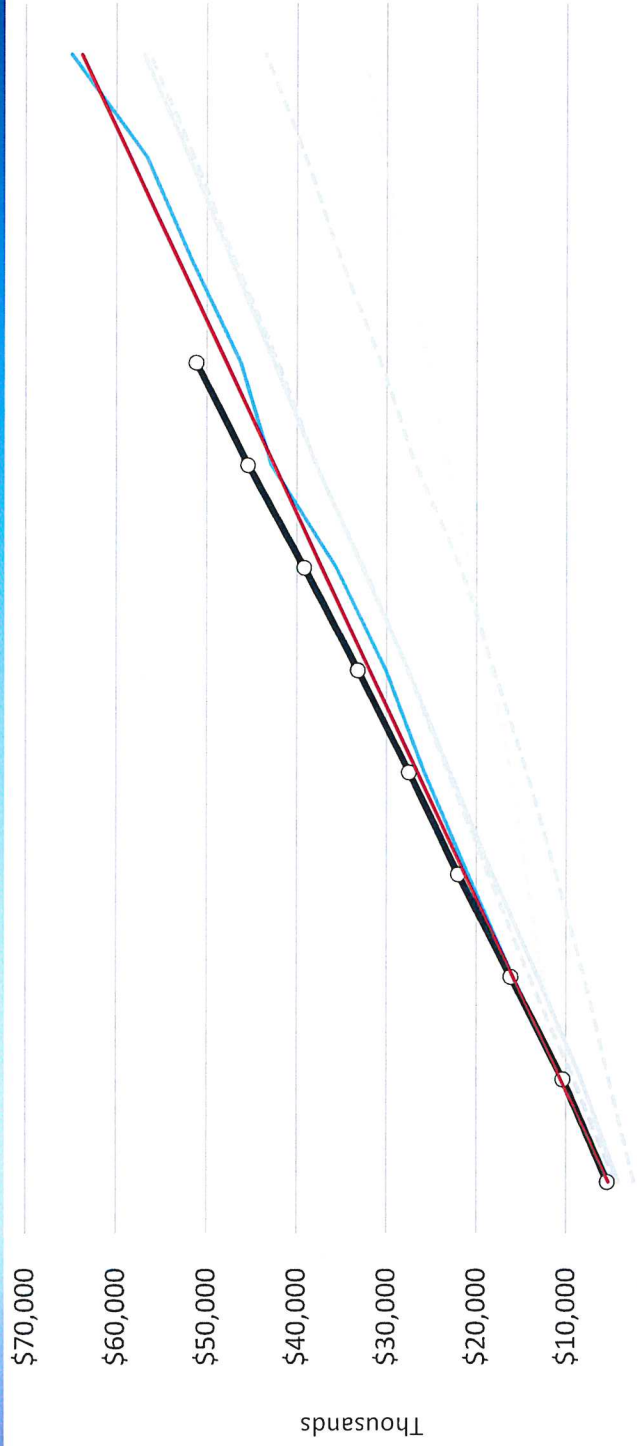


Operating Net Profit, Airport and FBO





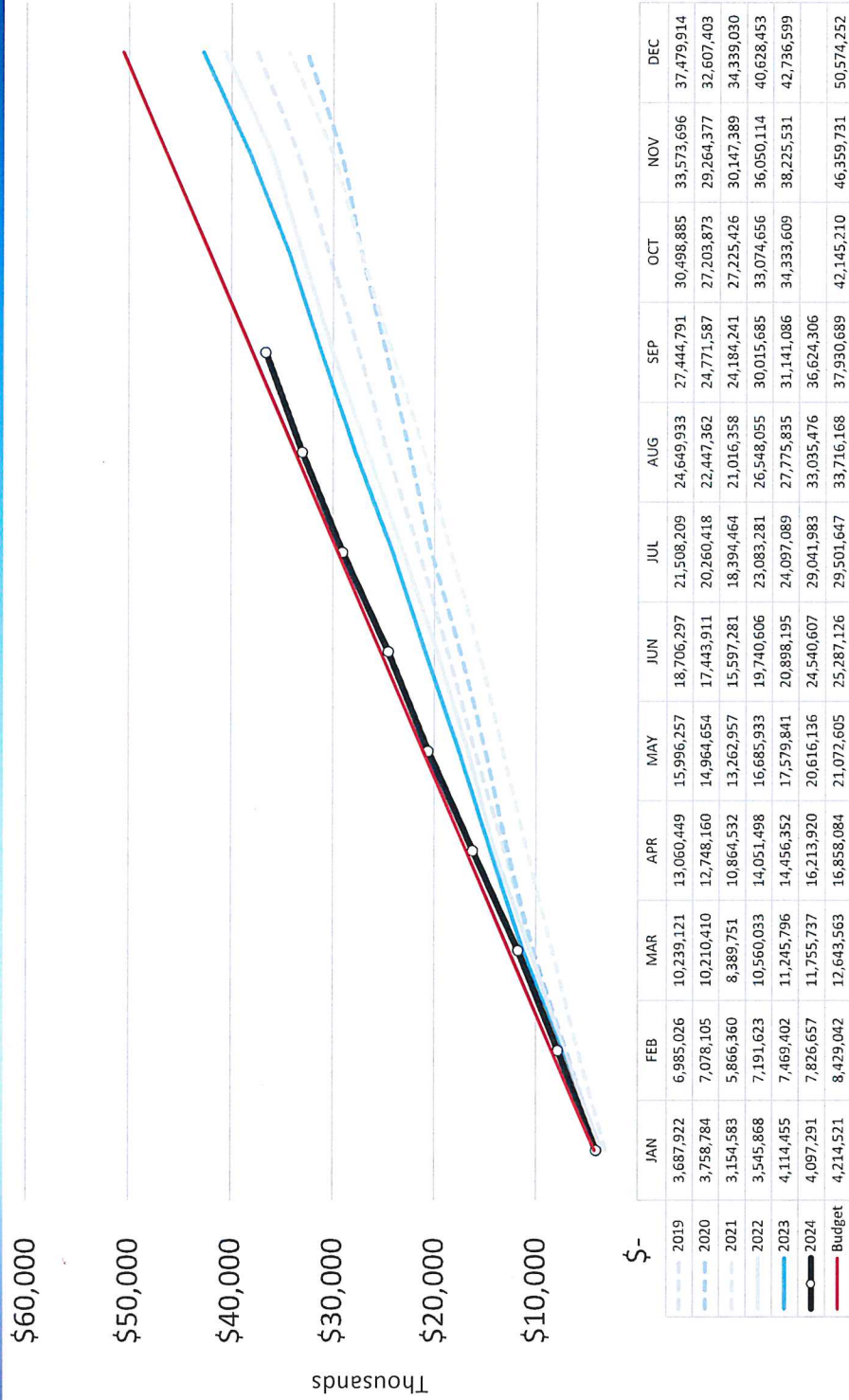
YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2019	4,502,220	9,234,366	14,102,655	18,705,687	23,202,053	27,720,536	32,571,286	37,794,830	42,140,177	46,951,790	51,446,625	56,290,620
2020	4,457,704	9,072,314	12,656,291	14,428,463	16,219,208	18,467,320	20,772,600	23,243,787	25,579,448	28,053,304	30,241,568	32,597,491
2021	2,527,316	5,302,691	8,062,357	11,173,881	14,447,920	18,085,420	21,811,927	26,744,057	30,678,320	35,118,922	39,061,926	43,495,375
2022	4,251,507	8,330,953	13,184,367	18,214,460	22,969,292	27,588,241	32,677,156	37,882,857	42,551,045	47,353,393	52,009,954	56,971,982
2023	5,149,663	10,362,297	15,987,022	20,932,362	25,813,002	30,080,266	35,604,326	42,831,536	46,252,511	51,691,205	56,622,816	64,929,063
2024	5,465,153	10,377,558	16,191,735	22,038,901	27,509,057	33,199,320	39,176,854	45,439,351	51,171,461			
Budget	5,315,130	10,630,260	15,945,390	21,260,520	26,575,650	31,890,780	37,205,910	42,521,040	47,836,170	53,151,300	58,466,430	63,781,560



YTD Operating Expense vs. YTD Budget (including FBO)





Line of Credit Draws

<u>Draws</u>			<u>Reimbursement Date .</u>
LOC Draw 24-01	March 8, 2024	\$ 984,381.73	August 12, 2024
LOC Draw 24-02	March 8, 2024	761,816.97	April 2, 2024
LOC Draw 24-03	March 20, 2024	959,655.24	April 9, 2024
LOC Draw 24-04	May 9, 2024	2,152,308.12	July 1, 2024
LOC Draw 24-05	May 9, 2024	1,285,737.86	July 1, 2024
LOC Draw 24-06	June 14, 2024	2,586,897.15	October 2, 2024
LOC Draw 24-07	Jun 14, 2024	2,337,750.23	October 2, 2024
LOC Draw 24-08	August 22, 2024	4,055,372.75	October 11, 2024
LOC Draw 24-08	Nov. 15, 2024	<u>3,159,332.20</u>	
		\$18,283,282.22	
Balance as of November 21, 2024		\$3,159,332.20	



Status of Airline Use & Lease Agreement Renewal for

January 1, 2026:

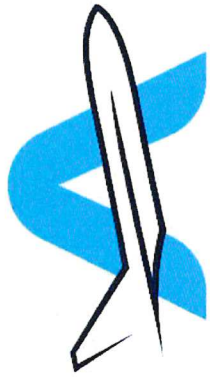
- May 22, ALB Use & Lease Kickoff Meeting w Signatory Airlines
- Jun 27, ALB Use & Lease Second Meeting
- Jul 25, ALB Use & Lease Third Meeting
- Aug 26, ALB Use & Lease Fourth Meeting, w 2025 Rates & Charges
- Sep 23, ALB Use & Lease Fifth Meeting, w 2025 Rates & Charges
- Oct 16, ALB Use & Lease Sixth Meeting
- Nov 20, ALB Use & Lease Seventh Meeting

Status of 2025 Budget:

- Sept 11, First Draft Presented to Finance Committee
- Oct 14, Third Draft Presented to Board
- Nov 7, Finance Committee Approval
- Nov 21, Board Approval

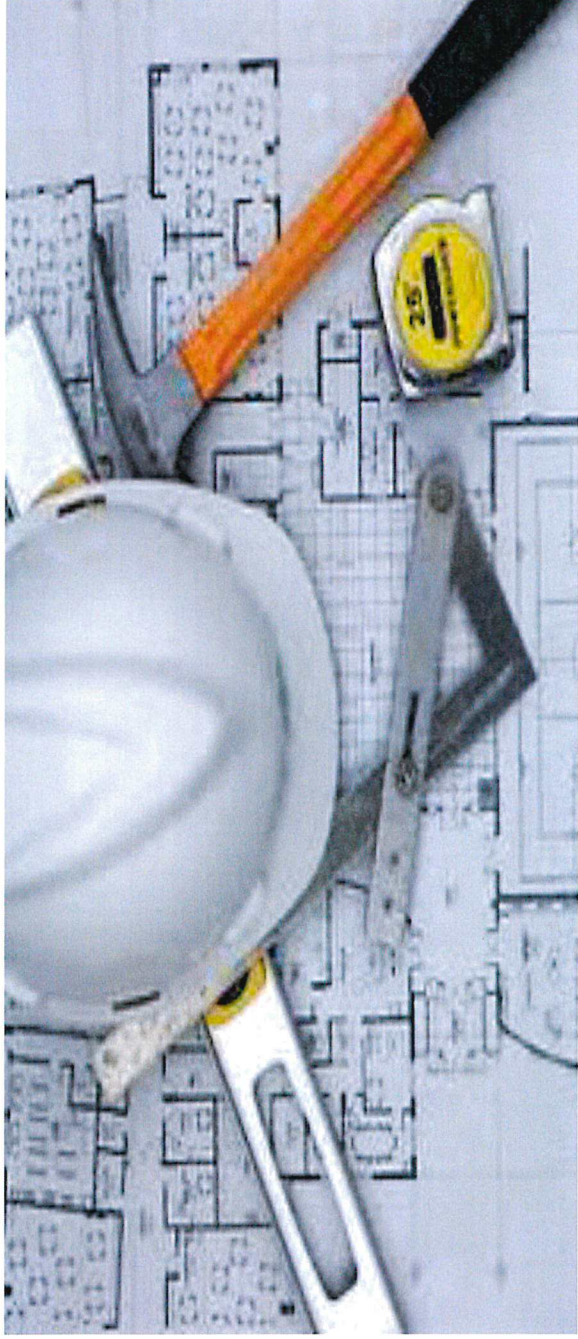
Thank You





ALBANY
INTERNATIONAL AIRPORT

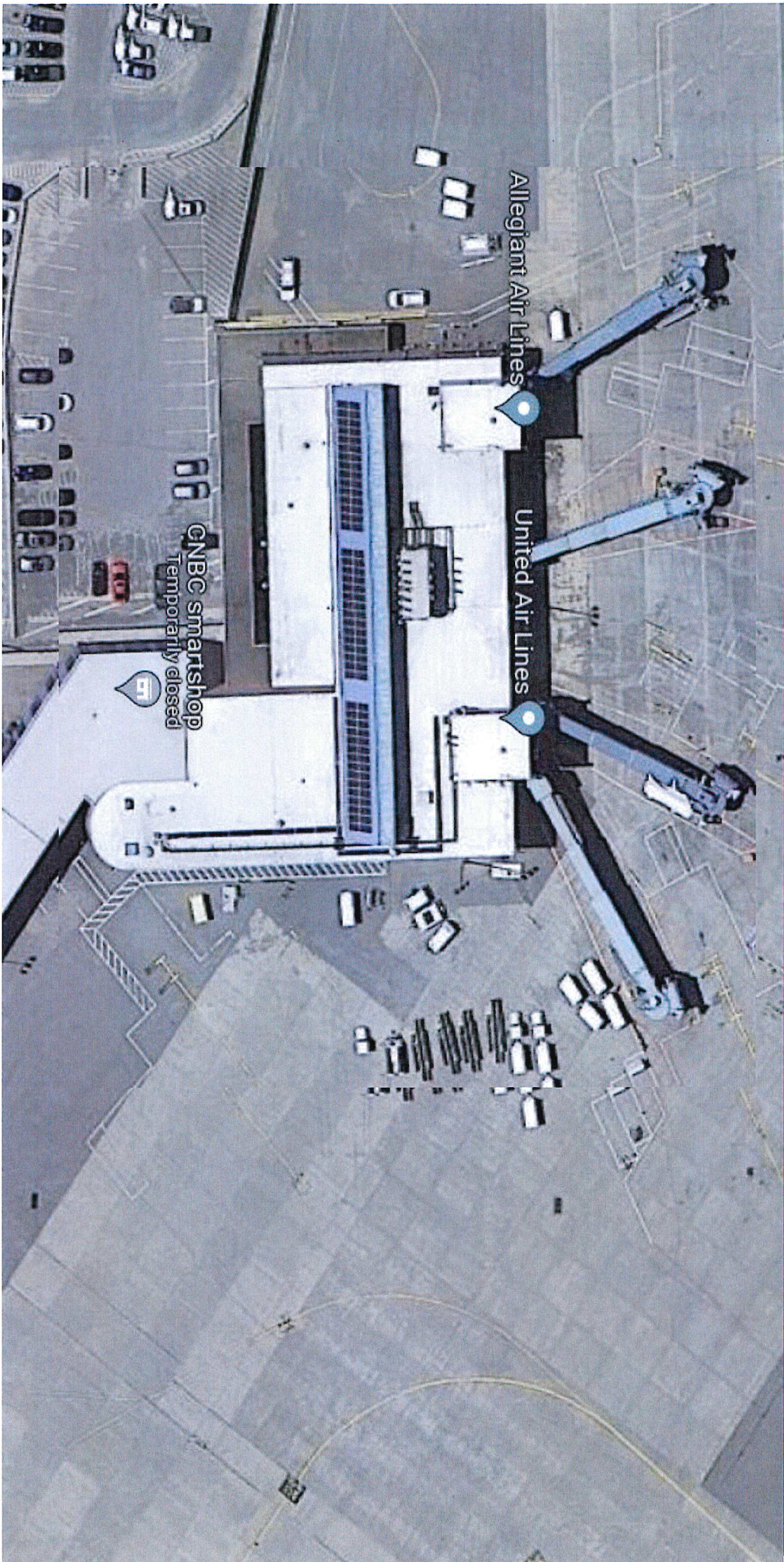
Project Development





Terminal & Checkpoint Expansion



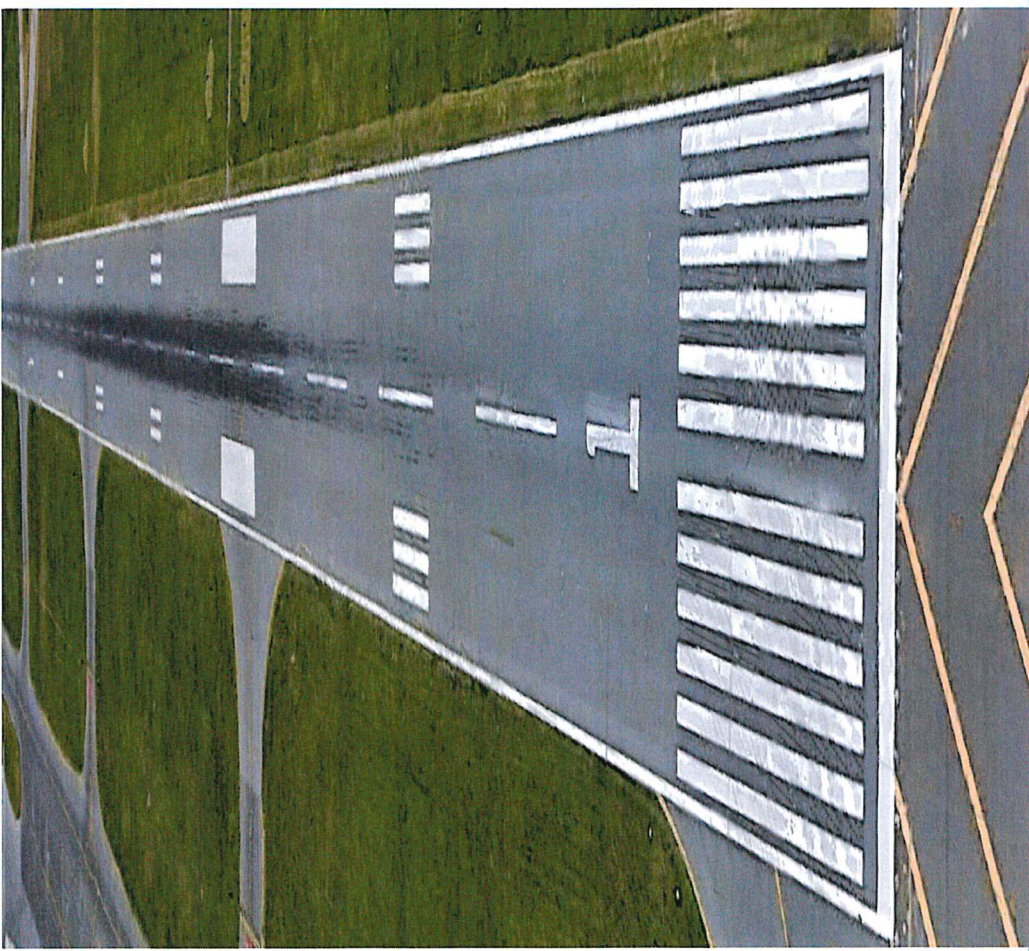


Concourse A Rehabilitation

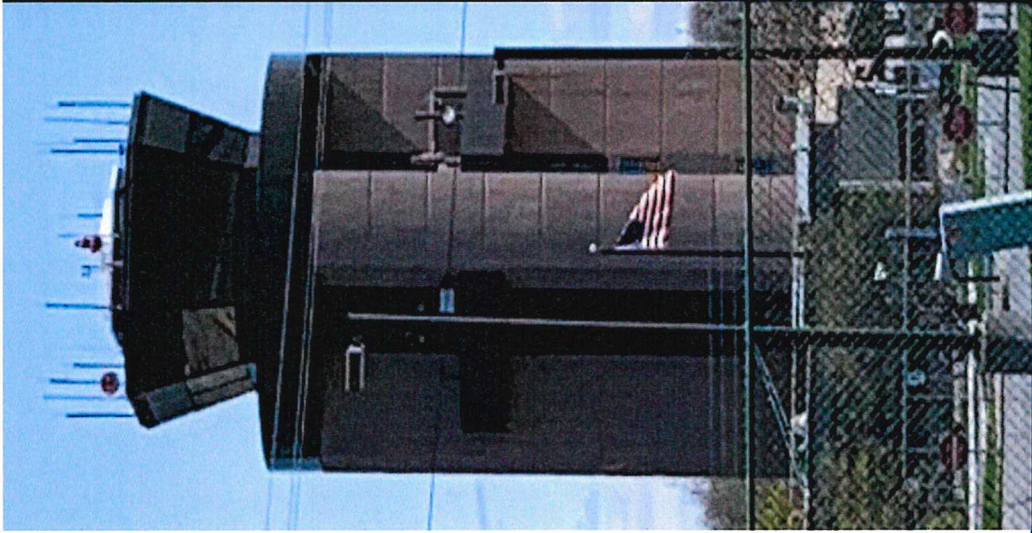




Replacement of Boarding Bridges A-6 & B-6



Runway 01-19 Pavement Rehab and Lighting Upgrade



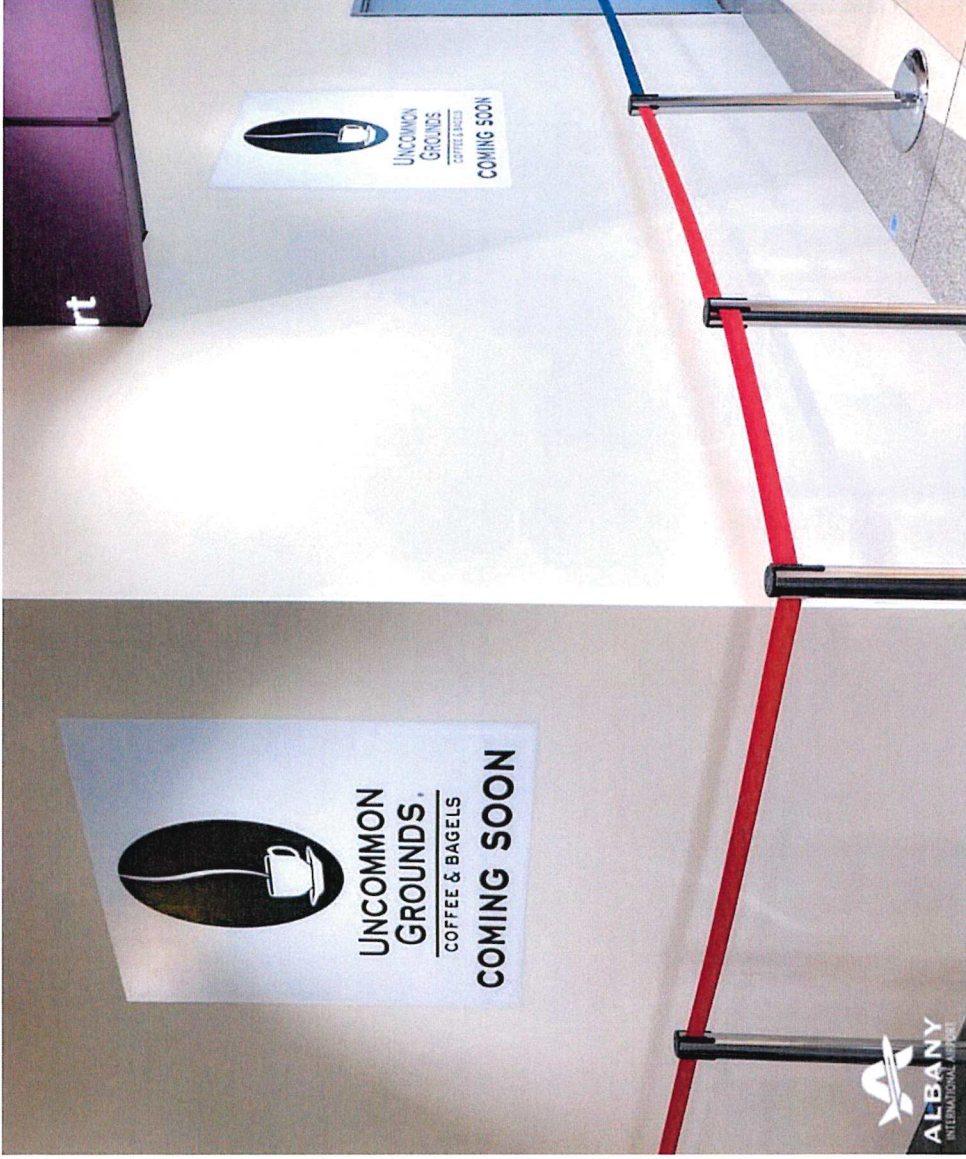
Air Traffic Control Tower



Main Elevator Terminal Replacement



GA Apron Project



Uncommon Grounds



MALSR Lights



Communications Update

Steven A. Smith
Director of Communications

Traditional Media

- Allegiant - SRQ
- C-32A
- Real ID
- Assemblymember Steck
- Construction Updates
- Southwest – Nashville (BNA)
- Avelo - Concord, NC (USA)
- Jets Plane
- Staff Sergeant John Tarbert
- Treasure Map

World War II Airman Returns Home for Military Funeral

Laura Taglianetti

3 weeks ago



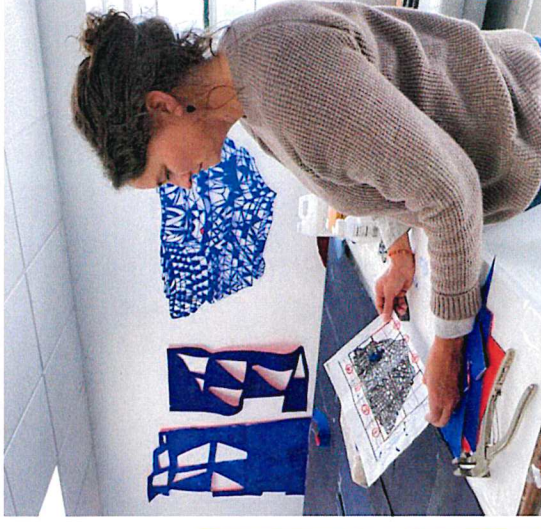
Avelo Airlines starts new route from Albany International Airport



Gift this Article



It's the second route that Avelo Airlines is offering from ALB. AVELO AIRLINES



Airport: New direct flights to Florida city begins on Valentine's Day

The airline's addition of the non-stop route to Sarasota, Fla., airport is part of expansion for discount airline

By News staff
Nov 20, 2024

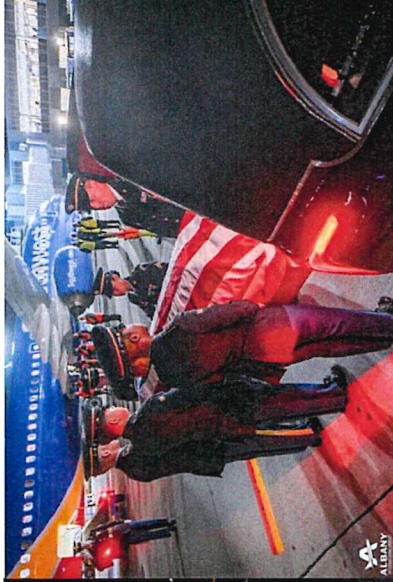


Gift Article



Allegiant will start offering non-stop flights between Albany and Sarasota, Fla., on Feb. 14 provided by the Albany International Airport

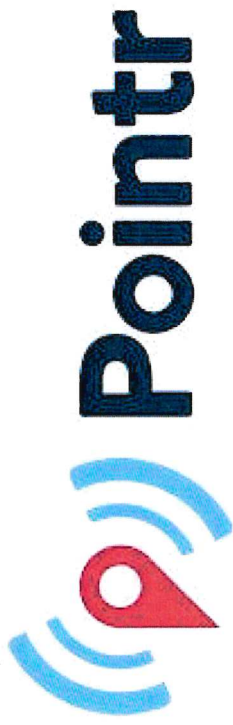
Social Media



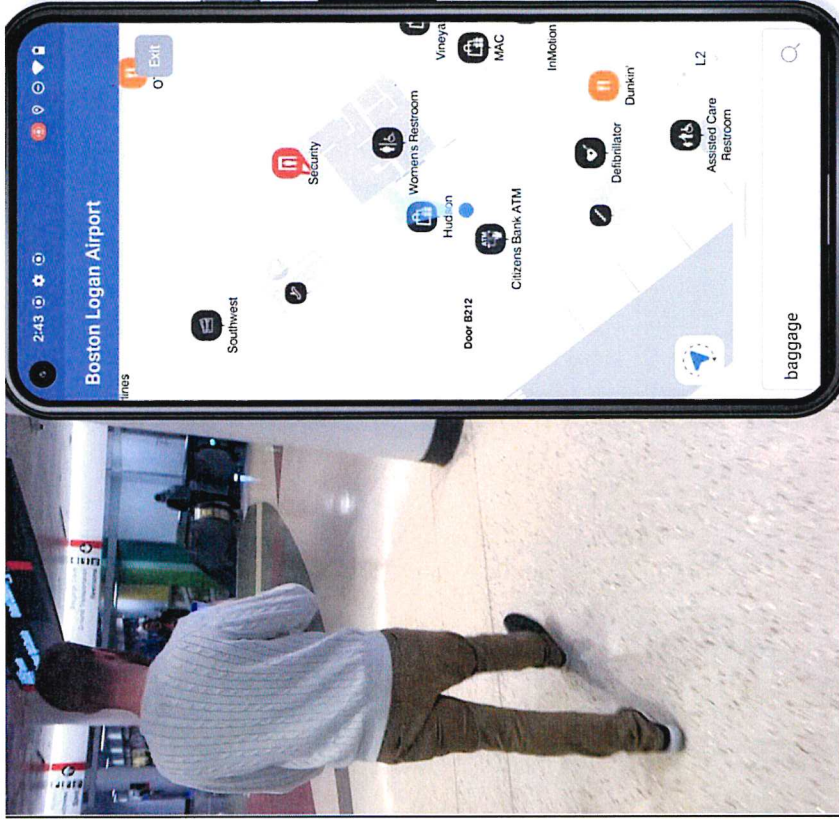
- De-Icing
- Special Liveries
- US Marines Birthday
- Blood Drive
- International ATC Day
- Concourse A Rehab
- Jets Plane
- Construction Updates
- National Tennessee Day
- Halloween
- ALB-BNA
- ALB-USA
- ALB-SRQ
- Traveler Videos

- HVCC Certificate
- National First Responder Day
- S/Sgt. Tarbert
- AAAE Calendar
- C-32A
- Real ID Press Conference
- Veterans Day
- Celtics Plane





- We're Live!
- Marketing Meeting 11/22
- Soft Launch



Construction Updates

- Consistent Messaging
- Access to Terminal
- Drop-Off/Pick-Up Video
- Parking Garage Access
- Driving Lanes Shift
- Hallway Closures
- Sidewalk Closures
- Vestibules
- Signage
- Info Desk
- Video with Updates
- News Coverage
- Concourse A



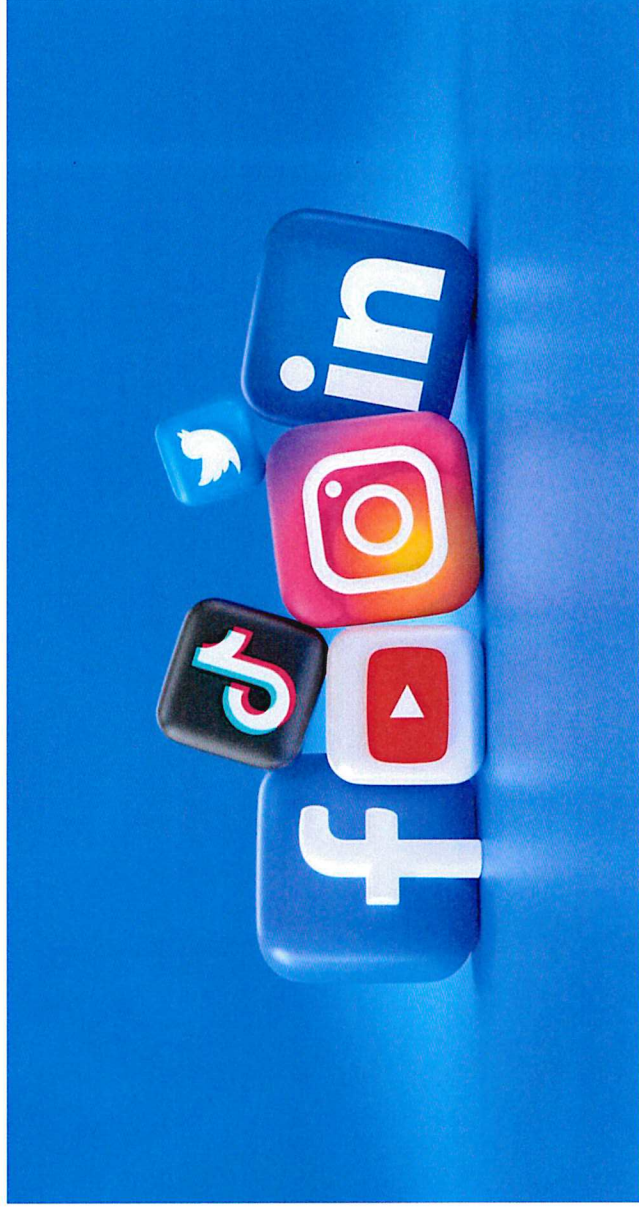
Social Media Insights

Facebook – 90 Days:

- Reach – 1.1M
- Posts - 83
- Engagement – 301.9K

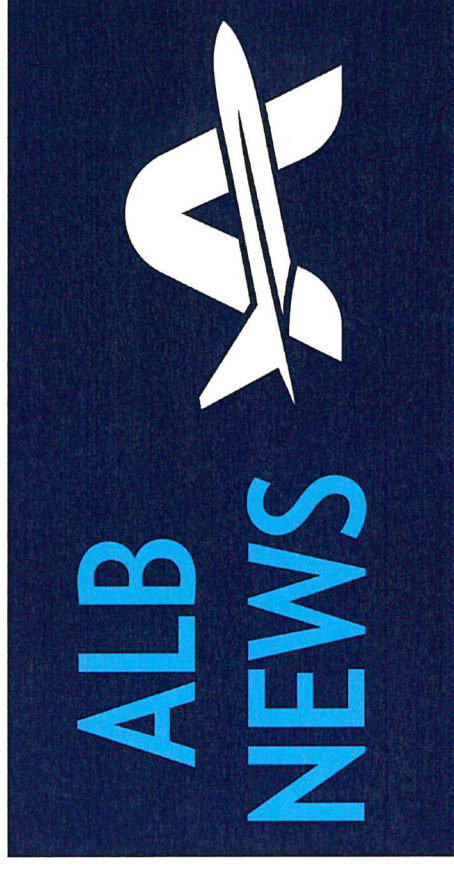
Instagram – 90 Days:

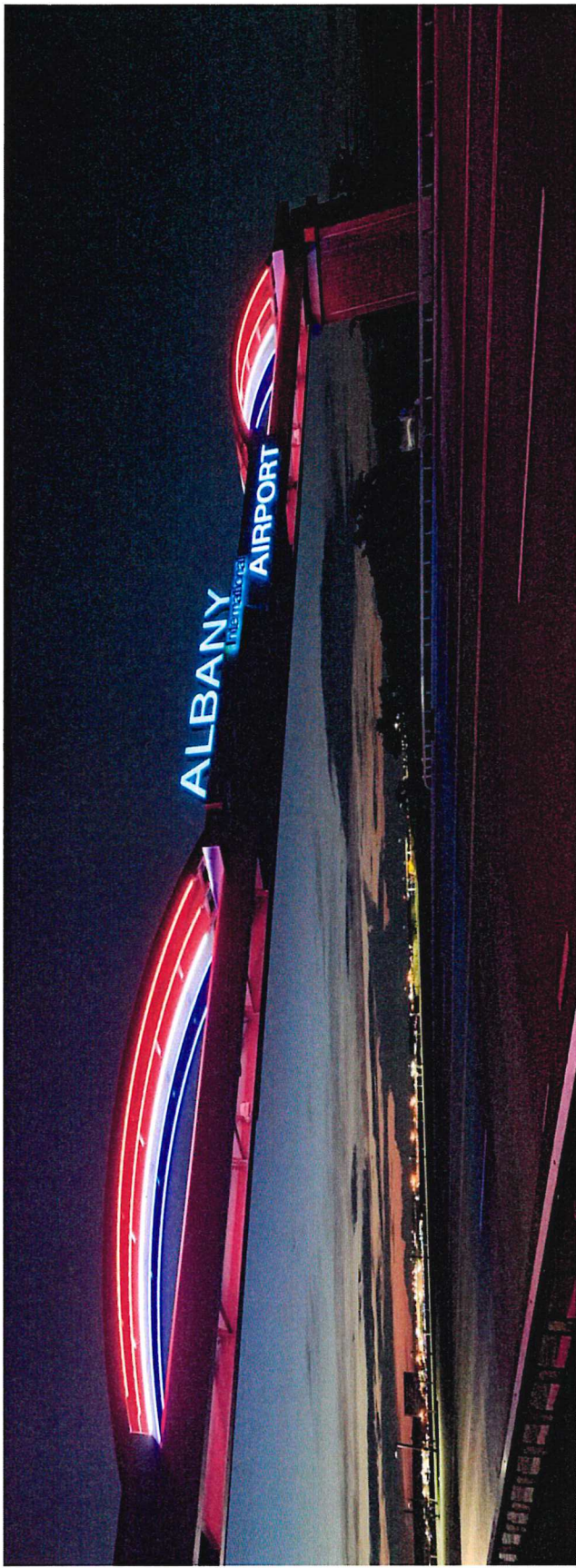
- Reach – 14,717
- Posts - 98
- Engagement – 1,101



Website

- Updates to Terminal Expansion Page
- Updates to Concourse A Landing Page
- News Releases Added to Newsroom
- www.albanyairport.com/construction
- <https://www.albanyairport.com/concourse-rehabilitation-project>





November 2024



AGENDA ITEM NO. 3

Communications and Report of Chief Executive Officer

AGENDA ITEM NO. 4

Chief Operating Officer

AGENDA ITEM NO. 5

Chief Financial Officer

ALB

Albany County Airport Authority

Monthly Financial Report

As of October 31, 2024

ALB

TO: ACAA Members

FROM: Margaret Herrmann, Acting CFO

RE: October 2024 Financial Performance

INTRODUCTION

The attached report includes the Airport's October 2024 statistical highlights, financial information, and operating information. 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 October 2024. The financial information presented herewith is prepared on the Albany County Airport Authority's budgetary basis of accounting. The information provided in this report does not include a forecast of the effects of the final settlement based upon the calculation provided for in the Airport Use and Lease Agreement, which expires December 31, 2025, or make any provision for accrual of funds owed to or from the Signatory Airlines. *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.* This report is divided into the following sections: Statistical Information, Financial Information, Airline Rates & Charges, Airport Revenues, Combined Management Expenses, Other Revenues and Expenses, Airline Incentives, Million Air FBO Operations, Line of Credit, Federal (FAA) & State Grants and Employee Counts.

STATISTICAL INFORMATION

Below are the key performance indicators for ALB:

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Enplanements	Current Month	118,750	139,688	15.0%	135,785	2.8%
	Year-to-Date	1,187,500	1,260,803	5.8%	1,153,356	8.5%
Aircraft Seats	Current Month		163,469		152,043	7.0%
	Year-to-Date		1,482,849		1,392,719	6.1%
Load Factor	Current Month		85%		89%	-4.5%
	Year-to-Date		85%		83%	2.6%
Aircraft Operations	Current Month	5,249	4,533	-15.8%	4,830	-6.5%
	Year-to-Date	47,132	45,334	-4.0%	45,178	0.3%
Landed Weight (1,000#)	Current Month	125,000	159,397	21.6%	141,402	11.3%
	Year-to-Date	1,250,000	1,405,817	11.1%	1,276,427	9.2%
Cargo & Mail (Tons)	Current Month	2,001	1,788	-11.9%	1,716	4.0%
	Year-to-Date	15,783	17,875	11.7%	16,745	6.3%

FINANCIAL INFORMATION

The summary of Revenues, Expenses and Net Results shows YTD 2024 results compared to the 2024 budgeted amounts and 2023 actual amounts. The summary shows the YTD net operating results for 2023 are more than the amount budgeted by \$6,804,120. These YTD results do not reflect the adjustments for year-end settlement or reflect other year-end adjustments for 2024 which effect the revenue sharing with the airlines.

	2024	2024	2023	Prior Year
	YTD Budget	YTD Actual	YTD Actual	Variance
Airport revenues	\$ 42,410,113	\$ 46,615,388	\$ 41,165,932	5,449,456
FBO revenues less cost of sales	5,963,560	6,016,798	5,656,054	360,744
Total operating expenses	(37,034,248)	(36,561,538)	(29,464,390)	(7,097,148)
Operating results	11,339,425	16,070,648	17,357,596	(1,286,948)
Other revenue and (expenses), net	(4,820,690)	(2,747,793)	3,062,385	(5,810,178)
Net results	\$ 6,518,735	\$ 13,322,855	\$ 20,419,981	
Net variances: (2024 Actual to Budget)		\$ 6,804,120		
(2024 Actual to 2023 Actual)				\$ (7,097,126)

Under the revenue sharing formula, the net revenues or deficiency at year-end are split fifty (50) percent to the signatory airlines and fifty (50) percent to the Authority, subject to certain limitations which require the airlines to ensure the Authority's net revenues are not less than 125 percent of its annual debt service requirement.

The summary information above does not reflect the effect of allocating all budget variances in accordance with the Airport Use and Lease Agreement or the potential assessment of charges to meet debt service coverage requirements, and accordingly, does not reflect the amount of an accumulated potential year-end settlement with the signatory airlines.

AIRLINE RATES AND CHARGES

Airline Rates and Charges shown for 2024 are based on the adopted budget and are calculated using the formulas incorporated into the Airline Use and Lease Agreement. Final 2024 rates will be calculated in the final settlement and revenue sharing report. The signatory airlines will be billed or credited for their share of any final variance and the Authority will fund its share of any negative variance from its reserves.

AIRPORT REVENUES

AIRPORT REVENUES for YTD 2024 are \$46,615,388 and are \$4,205,275 more than the \$42,410,113 budget to date. This is due to timing differences in the way the 2024 budget was allocated by month.

FBO NET OPERATING REVENUES (revenues less cost of sales) for YTD 2024 are \$6,016,798 and are \$53,238 more than the \$5,963,560 YTD budget.

PUBLIC PARKING REVENUES for YTD 2024 total \$15,226,828 compared to \$14,586,002 in YTD 2023, a 4.2% increase and are \$257,680 below budget. Parking revenue per passenger decreased from \$12.65 in YTD 2023 to \$12.08 in YTD 2024.

RENTAL CAR REVENUES for YTD 2024 total \$6,129,303 compared to \$5,645,257 in YTD 2023, and are \$666,803 more than budget. Rental car revenue per passenger decreased to \$4.86 in YTD 2024 from \$4.89 in YTD 2023.

FOOD AND BEVERAGE REVENUES for YTD 2024 total \$1,245,918 compared to \$1,095,317 in YTD 2023 and are \$34,668 more than budget. Revenue per passenger was \$0.99 in YTD 2024, which is an increase from \$0.95 in YTD 2023.

RETAIL REVENUES for YTD 2024 total \$851,133 compared to \$874,964 in YTD 2023, and are \$51,367 less than budgeted. Revenue per passenger was \$0.68 in YTD 2024 compared to \$0.76 in YTD 2023.

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Parking	Current Month	\$ 1,549,451	\$ 1,576,389	1.7%	\$ 1,634,432	-3.7%
	Year-to-Date	\$ 15,494,508	\$ 15,226,828	-1.8%	\$ 14,586,002	4.2%
Rental Cars	Current Month	\$ 546,250	\$ 723,442	24.5%	\$ 729,687	-0.9%
	Year-to-Date	\$ 5,462,500	\$ 6,129,303	10.9%	\$ 5,645,257	7.9%
Food and Beverage	Current Month	\$ 121,125	\$ 138,772	12.7%	\$ 115,960	16.4%
	Year-to-Date	\$ 1,211,250	\$ 1,245,918	2.8%	\$ 1,095,317	12.1%
Retail	Current Month	\$ 90,250	\$ 91,848	1.7%	\$ 102,439	-11.5%
	Year-to-Date	\$ 902,500	\$ 851,133	-6.0%	\$ 874,964	-2.8%

COMBINED MANAGEMENT OPERATING EXPENSES

The airports three operating centers have combined operating expense results as follows:

	2024 YTD Budget	2024 YTD Actual	Budget Variance	2023 YTD Actual	Prior Year Variance
AvPorts	\$ 27,994,828	\$ 27,164,370	\$ 830,458	\$ 21,407,113	\$ (5,757,257)
Million Air	3,953,161	4,187,856	(234,695)	3,481,462	(706,394)
Authority	5,086,257	5,209,312	(123,055)	4,575,815	(633,497)
Total	\$ 37,034,246	\$ 36,561,538	\$ 472,708	\$ 29,464,390	\$ (7,097,148)
Variance			1.3%		-24.1%

OTHER REVENUES AND EXPENSES

Other revenues and expenses when netted together for YTD 2024 are \$2,072,897 more than budgeted mainly due to 1) interest earnings that were \$1,631,401 more than budgeted and 2) the line of credit expense that was \$473,882 less than budgeted.

AIRLINE INCENTIVES

Airline incentives paid to new entrant carriers or for new route services for October is \$41,923. 2024 YTD through October is \$376,742 compared to \$258,672 for YTD 2023.

MILLION AIR FBO OPERATIONS

The commercial and retail YTD revenues and cost of sales results are as follows:

	2024 YTD Budget	2024 YTD Actual	Budget Variance	2023 YTD Actual	Prior Year Variance
Revenues	\$ 10,741,192	\$ 10,402,528	\$ (338,664)	\$ 10,525,273	\$ (122,745)
Cost of Sales	(4,777,631)	(4,385,731)	391,900	(4,869,219)	483,488
Net results before O & M Expenses	\$ 5,963,561	\$ 6,016,797	\$ 53,236	\$ 5,656,054	\$ 360,743

2024 YTD Net Results before YTD Operating and Maintenance expenses were \$6,016,797, \$53,237 more than budgeted and \$360,743 more than YTD 2023. Revenue from sprayed deicing services was the most significant variance from the budget amounts.

Operating expenses, not including the cost of retail sales, for YTD 2024 are \$234,696 more than budgeted. A statement of FBO Results is included.

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Jet A	Current Month	116,667	95,625	-22.0%	107,592	-12.5%
	Year-to-Date	1,166,667	1,090,606	-7.0%	1,100,791	-0.9%
AvGas	Current Month	5,750	9,792	41.3%	6,635	32.2%
	Year-to-Date	57,500	75,510	23.9%	61,859	18.1%
Deicing Gallons Sprayed	Current Month	5,417	488	-1010.0%	171	65.0%
	Year-to-Date	54,167	52,070	-4.0%	61,483	-18.1%
Deicing Gallons Consortium	Current Month	7,000	421	-1562.7%	2,357	-459.9%
	Year-to-Date	70,000	50,301	-39.2%	45,102	10.3%

LINE OF CREDIT

On February 28, 2024 the Authority closed on a \$30 million line of credit with M&T Bank to provide cash to help fund Authority payments on the terminal connector project until the reimbursements from the NYS DOT and FAA are received. Below is the activity on the line of credit:

	Draw Date	Amount	Repayment Date
LOC Draw 01	8-Mar-24	\$ 984,381.73	12-Aug-24
LOC Draw 02	8-Mar-24	761,816.97	2-Apr-24
LOC Draw 03	20-Mar-24	959,655.24	9-Apr-24
LOC Draw 04	9-May-24	2,152,308.12	1-Jul-24
LOC Draw 05	9-May-24	1,285,737.86	1-Jul-24
LOC Draw 06	14-Jun-24	2,586,897.15	2-Oct-24
LOC Draw 07	14-Jun-24	2,337,750.23	2-Oct-24
LOC Draw 08	22-Aug-24	4,055,372.75	11-Oct-24
LOC Draw 09	15-Nov-24	3,159,332.20	

FEDERAL (FAA) & NYS DOT GRANTS

The Authority accepts various FAA and NYS DOT grants to fund capital improvements at the Airport. Below is the status of the current grants as of October 31, 2024:

FAA Grants:	FAA	Grant Amount	Balance
Conduct an Airport Master Plan Study	141-2020	\$ 751,154	\$ 106,603
Acquire Snow Removal Equipment	147-2021	\$ 1,537,635	\$ 582,999
American Rescue Plan Act (ARPA)	148-2022	\$ 12,113,224	\$ 12,113,224
Rehabilitate Rwy 10/28 & Taxiway C	150-2022	\$ 7,144,824	\$ 714,483
Replace ATCT HVAC & Roof	151-2023	\$ 2,000,000	\$ 814,616
Reconstruct Terminal A & 2 PBBs	152-2024	\$ 10,600,000	\$ 10,600,000
Rehabilitate Rwy 1/19 & Perimeter Road	153-2024	\$ 9,326,858	\$ 9,326,858

New York State DOT Grants:	Grant #	Grant Amount	Balance
Rehabilitate Rwy 10/28 & Taxiway C	1A00.30	\$ 234,696	\$ 234,696
Rehabilitate Rwy 1/19 & Perimeter Road	TBD	\$ 518,159	\$ 518,159
Rehabilitate Elevators	1A00.94	\$ 1,612,560	\$ 1,612,560
Terminal Expansion Connector	1A00.95	\$ 60,000,000	\$ 37,796,487

EMPLOYEE COUNTS

	2024					Variance	
	Budget	Jul-24	Aug-24	Sep-24	Oct-24	Budget vs. Oct-24	2025 Budget
AvPorts:							
Airfield	29	21	21	21	21	(8)	29
Terminal	41	36	36	34	36	(5)	41
Loading Bridges	3	3	3	3	3	-	3
Parking	34	26	24	26	27	(7)	33
Curbside Security	3	3	3	3	3	-	3
ARFF	25	25	24	24	24	(1)	26
Operations	38	17	18	20	19	(19)	21
Vehicles & Equipment	12	11	11	11	11	(1)	12
Administration	9	12	11	10	11	2	10
Total AvPorts Positions	194	153	151	152	155	(39)	178
Million Air:							
Commercial	11	11	11	11	11	-	11
General Aviation	21	19	19	21	21	-	22
Administration	4	4	4	4	4	-	5
Total Million Air Positions	36	34	34	36	36	-	38
Authority Positions	22	22	22	22	22	-	22
Total Positions	252	209	207	210	213	(39)	238

Albany County Airport Authority
Statements of Net Position

	Unaudited October 31, 2024		Unaudited October 31, 2023
<u>ASSETS</u>			
CURRENT ASSETS			
Unrestricted Assets			
Cash and cash equivalents	\$ 8,329,504	\$	18,637,055
Development Fund	27,738,827		21,203,546
Accounts Receivable - net	2,285,493		1,689,754
Lease Receivable	2,722,345		2,567,186
Prepaid Expenses	770,148		1,075,045
Total Unrestricted Assets	41,846,317		45,172,586
Restricted Assets			
Operating and Renewal Reserves	9,339,162		8,357,460
CFC Funds	484,190		463,810
Capital Funds	4,156,499		5,068,929
PFC Funds	7,965,580		10,184,493
Revenue Bond Funds	15,045,388		14,649,662
FAA Restricted Funds	219,419		214,097
Concession Improvement Funds	752,186		721,160
Total Restricted Assets	37,962,424		39,659,611
Total Current Assets	79,808,741		84,832,197
NON-CURRENT ASSETS			
Capital Assets	297,117,199		281,779,359
Lease Receivable	16,969,066		18,404,031
Prepaid Expenses	178,797		194,232
Total Non-Current Assets	314,265,062		300,377,622
Total Assets	394,073,803		385,209,819
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Refunding	638,650		959,399
OPEB Expenses	906,998		1,025,989
Pension Expenses	1,063,610		1,048,107
Total Deferred Outflows of Resources	2,609,258		3,033,495
TOTAL ASSETS AND DEFERRED OUTFLOWS	396,683,061		388,243,314
<u>LIABILITIES AND NET ASSETS</u>			
CURRENT LIABILITIES			
Payable from Unrestricted Assets	3,125,154		3,140,076
Payable from Restricted Assets	18,234,794		16,426,523
Total Current Liabilities	21,359,948		19,566,599
NON-CURRENT LIABILITIES			
Bonds and other debt obligations	51,326,409		59,817,198
Net OPEB Liability	6,526,241		6,202,630
Net Pension Liability - proportionate share	1,315,697		(81,997)
Total Non-Current Liabilities	59,168,347		65,937,831
Total Liabilities	80,528,295		85,504,430
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Concession Improvement Funds	1,031,046		889,888
OPEB Expenses	766,596		1,275,576
Pension Expenses	75,313		1,246,137
Leases	18,721,114		20,221,742
Total Deferred Inflows of Resources	20,594,069		23,633,343
<u>NET POSITION</u>			
Invested in Capital Assets, net of Related Debt	233,481,309		211,340,426
Restricted	31,923,576		34,093,062
Unrestricted	30,155,812		33,672,053
Net Position	295,560,697		279,105,541
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	\$ 396,683,061	\$	388,243,314

Albany County Airport Authority
2024 Summary of Revenues, Expenses and Net Results
For the ten months ended October 31, 2024

	2024		October 2024			October 2023 YTD Actual	2024 Actual/ Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %		
AIRPORT OPERATING REVENUES							
Airline	\$ 15,478,038	\$ 12,898,365	\$ 16,561,107	\$ 3,662,742	28.4%	\$ 12,980,465	27.6%
Non-Airline	35,414,097	29,511,748	30,054,281	542,533	1.8%	28,185,467	6.6%
Total Revenues	50,892,135	42,410,113	46,615,388	4,205,275	30.2%	41,165,932	34.2%
AIRPORT OPERATING EXPENSES							
Personal Services	12,886,586	10,738,822	10,319,413	(419,409)	-3.9%	8,786,042	17.5%
Employee Benefits	6,736,418	5,613,682	4,884,477	(729,205)	-13.0%	4,232,323	15.4%
Utilities & Communications	3,325,302	2,771,085	1,961,290	(809,794)	-29.2%	2,157,972	-9.1%
Purchased Services	7,733,576	6,444,647	8,427,123	1,982,476	30.8%	4,854,391	73.6%
Material & Supplies	5,804,525	4,837,105	4,429,823	(407,281)	-8.4%	4,085,352	8.4%
Office	1,093,388	911,157	730,104	(181,052)	-19.9%	628,996	16.1%
Administration	1,201,856	1,001,547	1,265,483	263,936	26.4%	939,295	34.7%
Non-Capital Equipment	915,650	763,042	355,969	(407,072)	-53.3%	298,557	19.2%
Total Expenses	39,697,301	33,081,087	32,373,682	(707,401)	-2.1%	25,982,928	24.6%
AIRPORT OPERATING RESULTS	11,194,834	9,329,026	14,241,706	4,912,676	52.7%	15,183,004	-6.2%
FBO OPERATING RESULTS	2,412,480	2,010,400	1,828,941	(181,459)	-9.0%	2,174,592	-15.9%
TOTAL OPERATING RESULTS	13,607,314	11,339,426	16,070,647	4,731,217	41.7%	17,357,596	-7.4%
OTHER REVENUES (EXPENSES)							
Interest Earnings	800,000	666,667	2,298,068	1,631,401	244.7%	1,414,118	62.5%
Passenger Facility Charges	3,641,472	3,034,560	3,034,560	-	0.0%	3,034,560	0.0%
ACAA Debt Service	(9,933,400)	(8,277,833)	(8,277,833)	-	0.0%	(8,352,220)	-0.9%
Line of Credit Interest	(800,000)	(666,667)	(192,785)	473,882	-71.1%	-	0.0%
Grant Income	138,700	115,583	50,996	(64,587)	-55.9%	5,041,887	-99.0%
Grant Expense	-	-	-	-	0.0%	1,282,040	-100.0%
Insurance Recoveries	-	-	32,201	32,201	0.0%	335,000	-90.4%
Improvement Charges	368,400	307,000	307,000	-	0.0%	307,000	0.0%
Total Other Revenues(Expenses)	(5,784,828)	(4,820,690)	(2,747,793)	2,072,897	-43.0%	3,062,385	-189.7%
INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS	7,822,486	6,518,736	13,322,854	6,804,114	104.4%	20,419,981	-34.8%
AIRLINE INCENTIVES	(400,000)	(333,333)	(376,742)	(43,409)	13.0%	(258,672)	45.6%
CAPITAL CONTRIBUTIONS	-	-	11,896,498	11,896,498	0.0%	7,074,813	68.2%
INCREASE (DECREASE) IN NET POSITION	\$ 7,422,486	\$ 6,185,402	\$ 24,842,610	18,657,207	301.6%	27,236,122	-8.8%
NET POSITION, BEGINNING OF PERIOD			270,718,087			251,869,419	
NET POSITION, END OF PERIOD			\$ 295,560,697			\$ 279,105,541	
RECONCILIATION TO AIRLINE FUNDS REMAINING:							
NET RESULTS BEFORE CAPITAL CONTRIBUTION	7,822,486	6,518,736	13,322,854	6,804,114	104.4%	20,419,981	-34.8%
Less: Capital Improvements	(3,992,411)	(3,327,009)	(3,327,009)	-	0.0%	(2,870,715)	15.9%
Less: Reserve Requirements	(1,290,538)	(1,075,448)	(1,075,448)	-	0.0%	(714,428)	50.5%
NET RESULTS	2,539,537	2,116,278	8,920,396	6,804,114	321.5%	16,834,839	-47.0%
Revenue Sharing:							
Transfer to/from Airlines (50%)	1,269,769	1,058,139	4,460,198	3,402,057	321.5%	8,417,419	-47.0%
Authority Share (50%)	1,269,769	1,058,139	4,460,198	3,402,057	321.5%	8,417,419	-47.0%
Less: Airline Incentives	(400,000)	(333,333)	(376,742)	(43,409)	13.0%	(258,672)	45.6%
Net Authority Share	\$ 869,769	\$ 724,806	\$ 4,083,456	\$ 3,358,648	463.4%	\$ 8,158,747	-49.9%

Albany County Airport Authority
Operating Revenues
For the ten months ended October 31, 2024

	2024	October 2024				October	2024 Actual/
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %	2023 YTD Actual	Prior Year Variance %
AIRLINE REVENUES							
COMMERCIAL							
Landing Fees-Signatory	\$ 7,762,093	\$ 6,468,411	\$ 7,459,201	\$ 990,790	15.32%	\$ 5,336,264	39.78%
Landing Fees-Non Signatory	84,360	70,300	0	(70,300)	-100.00%	0	0.00%
Airline Apron Fees	990,524	825,437	760,865	(64,571)	-7.82%	693,606	9.70%
Glycol Disposal Fee	301,436	251,196	229,717	(21,479)	-8.55%	238,236	-3.58%
CARGO							
Landing Fees-Signatory	0	0	719,429	719,429	0.00%	516,758	39.22%
Landing Fees-Non Signatory	0	0	3,612	3,612	0.00%	71,227	-94.93%
TERMINAL							
Loading Bridges	882,672	735,560	707,951	(27,609)	-3.75%	593,895	19.20%
Space Rental	5,447,953	4,539,961	6,675,636	2,135,675	47.04%	5,521,085	20.91%
Non-Signatory Per Turn Fee	9,000	7,500	4,695	(2,805)	-37.40%	9,394	-50.02%
TOTAL AIRLINE REVENUES	15,478,038	12,898,365	16,561,107	3,662,742	28.40%	12,980,465	27.58%
NON-AIRLINE REVENUES							
AIRFIELD							
Tenant Maintenance	30,000	25,000	48,394	23,394	93.58%	28,841	67.80%
Total Airfield	30,000	25,000	48,394	23,394	93.58%	28,841	67.80%
TERMINAL							
Utility Reimbursement	24,000	20,000	30,498	10,498	52.49%	30,894	-1.28%
Tenant Maintenance	20,559	17,133	26,820	9,688	56.55%	4,150	546.27%
Space Rent - Non Airline	156,135	130,113	164,683	34,570	26.57%	181,048	-9.04%
Space Rent - Fixed Non Airline	579,949	483,291	471,295	(11,996)	-2.48%	471,295	0.00%
Food & Beverage	1,453,500	1,211,250	1,245,918	34,668	2.86%	1,095,317	13.75%
Retail	1,083,000	902,500	851,133	(51,367)	-5.69%	874,964	-2.72%
Advertising	0	0	(4,300)	(4,300)	0.00%	0	0.00%
ATM	14,000	11,667	12,143	476	4.08%	14,043	-13.53%
Operating Permits	351,072	292,560	318,139	25,579	8.74%	286,937	10.87%
Vending Machines	19,208	16,007	10,712	(5,295)	-33.08%	16,420	-34.76%
Baggage Cart Rentals	14,000	11,667	13,677	2,011	17.23%	13,320	2.68%
Total Terminal	3,715,423	3,096,186	3,140,719	44,533	1.44%	2,988,387	5.10%
GROUND TRANSPORTATION							
Parking	18,593,410	15,494,508	15,226,828	(267,680)	-1.73%	14,586,002	4.39%
Rental Cars	6,555,000	5,462,500	6,129,303	666,803	12.21%	5,645,257	8.57%
Access Fees	200,565	167,138	133,200	(33,938)	-20.31%	155,147	-14.15%
TNCs	336,000	280,000	321,340	41,340	14.76%	298,124	7.79%
Garage Space Rent	86,249	71,874	71,876	2	0.00%	69,111	4.00%
Garage Kiosk Rent	21,600	18,000	18,000	0	0.00%	18,000	0.00%
Total Ground Transportation	25,792,824	21,494,020	21,900,547	406,527	1.89%	20,771,642	5.43%
OTHER AIRPORT							
Telephone System - Tenants	51,126	42,605	42,144	(461)	-1.08%	43,893	-3.99%
Building Rental	79,660	66,383	63,835	(2,548)	-3.84%	90,819	-29.71%
Control Tower Rental	794,525	662,104	658,872	(3,232)	-0.49%	645,953	2.00%
Air Cargo Facility	1,100,000	916,667	1,096,276	179,609	19.59%	494,035	121.90%
State Executive Hangar	1,247,083	1,039,236	1,039,236	0	0.00%	1,039,236	0.00%
T Hangars	186,360	155,300	138,914	(16,386)	-10.55%	130,021	6.84%
Tie Downs	1,586	1,322	1,361	40	2.99%	2,042	-33.33%
Industrial Park	631,365	526,138	512,783	(13,355)	-2.54%	472,699	8.48%
Land Rental	443,911	369,926	346,369	(23,557)	-6.37%	411,801	-15.89%
Eclipse Hangar	0	0	0	0	0.00%	261,570	-100.00%
Hangar Rental	920,104	766,754	765,544	(1,210)	-0.16%	489,448	56.41%
Antenna Space Rental	112,473	93,728	69,338	(24,390)	-26.02%	68,269	1.57%
Internet and Cable Access	5,300	4,417	2,550	(1,867)	-42.26%	3,650	-30.14%
Fingerprinting	25,000	20,833	39,377	18,543	89.01%	30,819	27.77%
Tenant Maintenance	2,000	1,667	0	(1,667)	-100.00%	574	-100.00%
Purchasing Proposals	0	0	0	0	0.00%	170	-100.00%
Ebay/Scrap/Equipment Sales	5,000	4,167	10,057	5,890	141.37%	4,587	119.25%
Utility Reimbursement	165,000	137,500	120,533	(16,967)	-12.34%	143,848	-16.21%
Reimbursement of Property Taxes	25,357	21,131	39,244	18,113	85.72%	50,284	-21.96%
Other	80,000	66,667	18,189	(48,478)	-72.72%	12,879	41.22%
Total Other Airport	5,875,851	4,896,542	4,964,622	68,079	1.39%	4,396,597	12.92%
TOTAL NON AIRLINE REVENUES	35,414,097	29,511,748	30,054,281	542,533	1.84%	28,185,467	6.63%
TOTAL REVENUES	\$ 50,892,135	\$ 42,410,112	\$ 46,615,388	\$ 4,205,276	9.92%	\$ 41,165,932	13.24%

Albany County Airport Authority
FBO Results
For the ten months ended October 31, 2024

	2024	October 2024				October 2023 YTD Actual	2024 Actual/ Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %		
REVENUES							
Retail Fuel							
Jet A Fuel Sales	\$ 7,450,000	\$ 6,208,333	\$ 5,507,590	\$ (700,743)	-11.29%	\$ 5,420,526	1.61%
AvGas Fuel Sales	424,350	353,625	441,051	87,426	24.72%	382,272	15.38%
Commercial AvGas Fuel Sales	20,000	16,667	15,213	(1,454)	-8.72%	17,604	-13.58%
Auto & Diesel Fuel Sales	295,000	245,833	197,886	(47,947)	-19.50%	193,096	2.48%
Retail Fuel Sales	8,189,350	6,824,458	6,161,741	(662,718)	-9.71%	6,013,498	2.47%
Into Plane Fees	810,000	675,000	639,600	(35,400)	-5.24%	617,770	3.53%
Fuel Farm Fees	916,500	763,750	844,306	80,556	10.55%	726,863	16.16%
General Aviation Landing Fees	340,000	283,333	441,853	158,520	55.95%	327,683	34.84%
Aircraft Parking Fees	550,000	458,333	534,240	75,907	16.56%	495,269	7.87%
Deicing Services	1,499,450	1,249,542	1,232,903	(16,638)	-1.33%	1,914,398	-35.60%
FBO Properties	449,130	374,275	318,781	(55,494)	-14.83%	285,647	11.60%
FBO Services	135,000	112,500	229,105	116,605	103.65%	144,146	58.94%
TOTAL REVENUES	12,889,430	10,741,192	10,402,528	(338,663)	-3.15%	10,525,273	-1.17%
COST OF SALES							
Fuel Costs - Jet A	3,740,000	3,116,667	2,857,712	(258,954)	-8.31%	2,954,986	-3.29%
Fuel Discounts - Jet A	300,000	250,000	206,921	(43,079)	-17.23%	153,917	34.44%
Fuel Costs - SAF	0	0	0	0	0.00%	0	0.00%
Fuel Costs - AvGas	320,850	267,375	327,734	60,359	22.57%	295,993	10.72%
Fuel Discounts - AvGas	0	0	10,195	10,195	0.00%	9,672	5.41%
Fuel Costs - Commercial AvGas	15,000	12,500	13,108	608	4.86%	14,928	-12.19%
Fuel Costs - Auto & Diesel	222,000	185,000	161,066	(23,934)	-12.94%	152,376	5.70%
Total Fuel Costs	4,597,850	3,831,542	3,576,736	(254,806)	-6.65%	3,581,872	-0.14%
Deicing Costs - Type I & IV	1,133,308	944,423	760,472	(183,951)	-19.48%	1,252,812	-39.30%
Customs Garbage, Oil & Other	2,000	1,667	48,523	46,857	2811.41%	34,536	40.50%
Total Cost of Sales	5,733,158	4,777,631	4,385,731	(391,900)	-8.20%	4,869,219	-9.93%
Net Operating	7,156,273	5,963,560	6,016,798	53,237	0.89%	5,656,054	6.38%
OPERATING EXPENSES BY CATEGORY							
Personal Services							
Salaries	1,808,524	1,507,103	1,648,396	141,293	9.38%	1,369,636	20.35%
Overtime	248,025	206,688	196,959	(9,729)	-4.71%	214,066	-7.99%
Total Personal Services	2,056,549	1,713,791	1,845,355	131,564	7.68%	1,583,702	16.52%
Employee Benefits	804,801	670,668	525,919	(144,749)	-21.58%	440,513	19.39%
Utilities & Communications	102,087	85,073	83,737	(1,336)	-1.57%	98,792	-15.24%
Purchased Services	690,818	575,682	556,669	(19,013)	-3.30%	406,980	36.78%
Materials & Supplies							
Buildings	133,406	111,172	73,616	(37,555)	-33.78%	92,195	-20.15%
Grounds	38,000	31,667	19,866	(11,801)	-37.27%	9,758	103.59%
Vehicles	457,191	380,993	567,107	186,115	48.85%	470,372	20.57%
Total Materials & Supplies	628,597	523,831	660,589	136,758	26.11%	572,325	15.42%
Administrative Expenses	346,435	288,696	362,215	73,519	25.47%	305,694	18.49%
Non-Capital Equipment	114,505	95,421	153,374	57,953	60.73%	73,455	108.80%
TOTAL EXPENSES	4,743,793	3,953,161	4,187,856	234,696	5.94%	3,481,462	20.29%
FBO Net Direct Cost	\$ 2,412,480	\$ 2,010,400	\$ 1,828,941	\$ (181,459)	-9.03%	\$ 2,174,592	-15.89%

Albany International Airport
Airline and Direct Market Flights
For the week of December 8, 2024

<u>AIRLINE</u>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Allegiant	2	3	1		2	3	
American	14	13	10	11	14	14	9
Avelo	1	1			1	1	
Delta	9	9	9	9	9	9	6
Jet Blue	3	3	3	3	3	3	3
Southwest	11	7	7	7	7	11	7
United	8	8	8	8	8	8	8
	48	44	38	38	44	49	33
<u>DIRECT MARKET</u>							
Atlanta	3	3	3	3	3	3	2
Baltimore	4	4	4	4	4	4	3
Charlotte	3	3	2	2	3	3	2
Charlotte/Concord	1				1		
Chicago-Midway	2	2	2	2	2	2	1
Chicago-O'Hare	5	4	4	4	5	5	4
Dallas/Ft. Worth	1	1			1	1	
Denver	1					1	1
Detroit	4	4	4	4	4	4	3
Fort Lauderdale	1	1	1	1	1	1	1
Las Vegas	1					1	
Miami							1
Myrtle Beach		1				1	
Nashville		1				1	
New York LaGuardia	2	2	2	2	2	2	1
Newark	2	2	2	2	2	2	2
Orlando	4	3	3	3	3	4	4
Orlando/Sanford	1				1		
Philadelphia	3	3	2	3	3	3	2
Punta Gorda	1		1		1		
Raleigh Durham		1				1	
St. Petersburg		1				1	
Tampa	1					1	
Washington/Dulles	4	4	4	4	4	4	4
Washington/Reagan	4	4	4	4	4	4	2
	48	44	38	38	44	49	33

AGENDA ITEM NO. 6

Project Development

AGENDA ITEM NO. 7

Counsel

AGENDA ITEM NO. 8

Concessions/Ambassador Program



Monday, December 9, 2024

Concessions & Ambassador Program Report

Minority Percentages in the Concessions Workforce

Date	Min/Total	HMSHost	OHM	Paradies	Dunkin
November 2023	76/118=65%	33/56=59%	28/33=85%	12/23=52%	3/6=50%
December 2023	82/124=66%	35/58=60%	30/36=83%	14/24=58%	3/6=50%
January 2024	83/131=63%	35/58=60%	31/40=77%	14/26=54%	3/7=43%
February 2024	83/128=65%	34/60=57%	32/37=86%	13/25=52%	4/6=67%
March 2024	91/136=67%	39/65=60%	34/41= 90%	15/24=62%	3/6=50%
April 2024	89/138=64%	37/65=57%	38/42=90%	10/25=40%	4/6=67%
May 2024	89/137=65%	39/63=62%	35/43=81%	12/25=48%	3/6=50%
June 2024	81/131=62%	36/62=58%	31/40=77%	10/22=45%	4/7=57%
July 2024	84/134=63%	39/63=62%	31/41=75%	9/22=41%	5/8=62%
August 2024	80/127=63%	35/60=58%	29/36=80%	12/25=48%	4/6=67%
September 2024	79/127=62%	34/63=54%	31/36=86%	10/22=45%	4/6=67%
October 2024	76/131=58%	33/66=50%	30/36=83%	11/23=47%	2/6=33%
November 2024	75/124=60%	31/60=52%	30/36=83%	10/22=46%	4/6=66%

2024

Month	Concession Revenue	Enplanements	Revenue Per enplanement
January	\$1,103,915	100,258	\$11.00/enp
February	\$1,173,876	108,129	\$10.85/enp
March	\$1,426,460	122,407	\$11.65/enp
April	\$1,389,312	119,477	\$11.63/enp
May	\$1,426,573	123,993	\$11.50/enp
June	\$1,485,891	126,907	\$12.00/enp
July	\$1,722,346	143,652	\$11.99/enp
August	\$1,778,657	149,279	\$11.91/enp.
Sept	\$1,450,422	127,013	\$11.42/enp
Oct	\$1,583,565	139,688	\$11.34/enp



Concessions

Uncommon Grounds Update

Ambassador Program 2024 Totals

Tours

YTD

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
0	0	1	2	4	2	1	0	0	1	0		11

Canines

3128	4536	4977	5539	4945	5345	5603	4167	3634	5196	4710		51,780
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Ambassador Hours

745	749	815	865	941	711	774	780	825	792	761		8,758
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Guests Served

6257	4804	7471	7032	9049	7646	8462	6408	7766	9115	7620		81,630
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Ambassador Shifts

240	258	280	269	340	156	285	285	327	322	298		3,060
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Business Center

137	119	150	161	167	162	199	214	175	217	200		1,901
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AGENDA ITEM NO. 9

Public Affairs

AGENDA ITEM NO. 10

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

AGENDA ITEM NO. 10.1

**Authorization to make purchases
using State of New York Contracts:**

- **Diesel Fuel
(Group # 05602/ Award 23298)**

AGENDA ITEM NO: 10.1
MEETING DATE: December 9, 2024

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Finance*

Contact Person: *Margaret Herrmann, Acting Chief Financial Officer*

PURPOSE OF REQUEST:

Authorization to make purchases using State of New York Contracts:

- *Diesel Fuel (Group # 05602/ Award 23298)*

CONTRACT AMOUNT:

Base Amount: *\$300,000 annual estimated cost*

BUDGET INFORMATION:

Anticipated in Current Budget: Yes X No ___ NA ___

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal ___ State ___ Airport X NA ___

JUSTIFICATION:

New York State Office of General Services Procurement Services have conducted a competitive bid for Diesel Fuel. The awarded vendors have agreed to offer the same terms and conditions of these contracts to the Airport. A vendor can bid pricing for commodities/services under these contracts with the assumption that larger quantities would be purchased state-wide as compared to the Airport completing a separate Invitation for Bid. The awarded vendor for our area is Buell Fuels, LLC.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

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

PROCUREMENT DEPARTMENT APPROVAL:

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

BACK-UP MATERIAL: *Please refer to the attached NYS OGS contracts award Notification Diesel Engine Fuel (Group # 05602) Expires August 20, 2026.*



Office of General Services
Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification

Title	: Group 05602 - Ultra-Low Sulfur Diesel & Biodiesel Fuel (Renewable Diesel) (On-Road Use Only) (Statewide) Classification Code(s): 15
Award Number	: 23343 (Replaces Award 23236 & Award 23298)
Contract Period	: November 21, 2024 – August 20, 2026
Bid Opening Date	: October 3, 2024
Date of Issue	: November 20, 2024
Specification Reference	: As Incorporated Herein
Contractor Information	: Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Sandra Fernandes Title : Contract Management Specialist Phone : 518-473-2545 E-mail : Sandra.Fernandes@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

The purpose of this Contract to provide State and Non-state agencies with a method to procure ULS Diesel Regular, ULS Diesel Premium, B5 Biodiesel, B10 Biodiesel, B20 Biodiesel and HDRD95B5 Hydrogenation Derived Renewable Diesel for on-road use only. The product shall be furnished, delivered, and unloaded by the Contractor to Authorized Users' storage tanks, as specified herein. For current contract prices, please go to the Pricing Information link on the Award page.

This Award has 0-10 % MBE, 0-10 % WBE and 0 % SDVOB goal requirements.

PR # 23343

(continued)

NOTE: See individual contract items to determine actual awardees.

Contract Number	Contractor & Address	Contact Information	FEIN/NYS Vendor ID
PC70532	Buell Fuels, LLC 2676 State Route 12B Deansboro, NY 13328	Garth Curtis Director Phone: 315-841-3000 Email: Garth@buellfuel.com <u>Person to contact for Contract Administration Issues:</u> Garth Curtis Director Phone: 315-841-3000 Email: Garth@buellfuel.com <u>Customer Service Contact for NYS Contract Orders during Normal Business Hours:</u> M – F 7:30am – 5:00pm, Sat 8am – 12pm Julia Brouillette Operations Manager Phone: 315-841-3000 Email: julia@buellfuel.com <u>Person to Contact to Escalate Contract Orders:</u> Garth Curtis Director Phone: 315-841-3000 Email: Garth@buellfuel.com <u>Person to contact in the event of an emergency occurring after normal business hours or on weekend/holidays:</u> Garth Curtis Director Phone: 315-404-3899 Email: Garth@buellfuel.com <u>Backup Contact for NYS Declared Emergencies or Disasters (available throughout emergency):</u> Mike Buell Owner Phone: 315-941-9716 Email: MB@buellfuel.com	76-0826999 1000009690
PC70533	Global Montello Group Corp. 800 South Street, Suite 500 Waltham, MA 02453	Bid Department Bid Personnel Phone: 781-398-4003 Email: bids@globalp.com <u>Person to contact for Contract Administration Issues:</u>	04-3443028 1100005467

ES	Environmentally Sensitive
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NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

AWARDS BY COUNTY

The pricing included in this section is the original pricing bid by the contractors. For current pricing, please go to the Pricing Information link on the Award page.

County	Fuel Type	Price Per Gallon 2D	Price Per Gallon 1D	Price Per Gallon HDRD95B5 (for informational purposes only)	Volume Discount (5,500 gal or more)	Lowest Bidder
Albany	ULSD 2D Regular	\$2.8375	\$3.1290		\$0.0000	Buell Fuels
Albany	ULSD 2D Premium	\$2.8425	\$3.1490		\$0.0000	Buell Fuels
Albany	ULSD 2D BIO (B5)	\$2.9550	\$3.1438		\$0.0000	Sprague Operating Resources
Albany	HDRD95B5			\$2.7510	\$0.0000	Global Montello Group Corp
Albany	HDRD95B5			\$2.8171	\$0.0000	Sprague Operating Resources
Allegany	ULSD 2D Regular	\$2.9944	\$3.4550		\$0.0000	Mirabito Holdings
Allegany	ULSD 2D BIO (B5)	\$3.5330	\$4.0465		\$0.0000	Mirabito Holdings

AGENDA ITEM NO. 10.2

**Approval of expenditure not to exceed \$989,000
for 2025 insurance premiums including Aviation
Liability, Property, Workers Compensation, Public
Officials, Pollution, Crime and Fiduciary.**

AGENDA ITEM NO: 10.2
MEETING DATE: December 9, 2024

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

DEPARTMENT: *Finance*

Contact Person: *Margaret Herrmann, Acting Chief Financial Officer*

PURPOSE OF REQUEST:

Approval of expenditure not to exceed \$989,000 for 2025 insurance premiums including Aviation Liability, Property, Workers Compensation, Public Officials, Pollution, Crime and Fiduciary.

BACKUP MATERIALS:

- *Insurance Premium Renewal Quotes/Terms*

JUSTIFICATION:

To safeguard and protect the assets of the Albany International Airport, the risk management program transfers the probability of financial loss due to an unfortunate event(s) to a third party via the procurement of the insurance policies. This year the ACAA insurance broker, Risk Strategies, shopped underwriters for all insurance lines with a term from December 31, 2024 – December 31, 2025.

Staff has reviewed the options and recommends approval of the insurance package in the amount of \$819,000 brokered by Risk Strategies plus the Aviation Liability and Excess Aviation Liability insured through AvPorts of approximately \$170,000.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend contingent approval of expenditure not to exceed \$989,000 for insurance premiums.

Albany County Airport Authority
12/31/2024 - 12/31/2025 Renewal Quotes/Terms
(Does not include any applicable taxes and fees)

POLICY DETAIL	COVERAGE NOTES (See Policy for applicable coverages & specific terms)	21-22 Annualized Exp. Premium	22-23 Annualized Exp. Premiums	23-24 Annualized Exp. Premiums	24-25	Insurance Company	NOTES
Aviation Liability	\$100,000,000 Limit, \$10k Retention/\$50k aggregate. Terrorism and War Included	\$168,817	\$189,919	N/A	N/A		Insured under AV Ports policy
Excess Aviation Liability	\$300,000,000 Limit. Terrorism/War/Hijacking Incl.	\$55,000	\$53,900	N/A	N/A		Insured under AV Ports policy
Property & EBL	\$402,092,596 Blanket Building & BPP. \$25k Retention. \$21,000,000 Business Inc. Limit \$5,000,000 Flood coverage. \$25,000,000 Earthquake.	\$332,159	\$362,879	\$445,612	\$484,835	Chubb	Building Limits Increased by 10% per recent survey (Expiring TIV is \$388,752,686)
Automobile	\$5,000,000 Liability Limit	\$73,042	\$71,572	\$90,060	\$114,764	Chubb	Review loss history. Vehicles added from prior year.
Workers Comp.	Payrolls Unchanged, .93 E Mod.	\$5,903	\$5,954	\$6,905	\$6,434	Chubb	
Public Officials	\$7,500,000 Limit. \$75k Retention	\$33,726	\$41,132	\$43,051	\$47,581	Chubb/ACE	
Cyber Liability	\$1,000,000 Limit, \$75k Retention	\$21,303	\$35,445	\$49,232	\$46,856	Chubb/ACE	Have optional 2m & 3m quotes.
Builders Risk	\$10,000,000 Policy limit	\$20,860	\$20,860	\$11,025	\$11,025	Chubb	
Crime	\$5,000,000 Limit, \$50k Retention	\$6,868	\$7,677	\$8,152	\$8,020	Travelers	
Tank Farm Property	\$3,842,500 Limit, \$50k Retention	\$38,761	\$43,121	\$47,498	\$45,659	Markel	
Violent & Malicious Acts	\$1,000,000 Limit	\$15,390	\$15,390	\$16,340	\$15,978	Beazley	
Pollution (12/31/22-12/31/25)	\$10,000,000 Limit 3 Year Policy	\$35,350	\$35,350	\$35,350	\$35,350	Beazley	
Fiduciary Liability	\$3,000,000 Limit, \$10k Retention	\$2,711	\$2,498	\$2,498	\$2,498	Philadelphia	Automatic Renewal
INSURANCE BROKER FEE		\$65,000	\$45,000	\$60,000	\$60,000	N/A	
TOTAL		\$874,890	\$930,697	\$815,723	\$879,000		

AGENDA ITEM NO. 11

Authorization of Change Orders

AGENDA ITEM NO. 12

Authorization of Federal and State Grants

AGENDA ITEM NO. 13

Informational Only

AGENDA ITEM NO. 14

**Review and approval of the
Authority's PROCUREMENT CONTRACT
GUIDELINES, OPERATIVE POLICY,
PETTY CASH ACCOUNTS AND
INSTRUCTIONS (Procurement Guidelines)
adopted December 14, 2015 and last reviewed
December 4, 2023.**

AGENDA ITEM NO: 14
MEETING DATE: December 9, 2024

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

DEPARTMENT: *Finance*

Contact Person: *Margaret Herrmann, Acting Chief Financial Officer*

PURPOSE OF REQUEST:

Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 4, 2023.

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ___ No ___ NA

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal ___ State _____ Airport _____ NA

JUSTIFICATION:

The procurement contract guidelines were last reviewed, amended and approved in 2023. The New York State Authorities Budget Office requires that the Authority annually disclose if the procurement guidelines have been annually reviewed, amended if needed, and approved by its governing Board. The procurement guidelines are presented herewith for review and approval with no amendments proposed. There are no current changes to the approved procurement guidelines.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

BACK-UP MATERIAL:

Copy of Procurement Guidelines as last reviewed December 4, 2023.

ALBANY COUNTY AIRPORT AUTHORITY
(ACAA)

PROCUREMENT CONTRACT GUIDELINES,
OPERATIVE POLICY,
PETTY CASH ACCOUNTS AND INSTRUCTIONS

Adopted December 14, 2015
(Last Reviewed and Approved December 4, 2023)

ALBANY COUNTY AIRPORT AUTHORITY
PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY,
PETTY CASH ACCOUNTS AND INSTRUCTIONS

December 14, 2015

Article I. Purpose and Applicability

- 1.0 These Procurement Contract Guidelines ("Guidelines"), adopted pursuant to Public Authorities Law Sections 2824 and 2872, set forth the operative policies of the Authority and instructions to its officers and employees regarding the use, awarding, monitoring, and reporting of Procurement Contracts.
- 1.1 These Guidelines apply to any Procurement Contract entered into after they become effective pursuant to the provisions of Section 2824 of the Public Authorities Law.
- 1.2 The ACAA reserves the right to contract with other public corporations, state agencies, and the federal government without being bound to these procurement guidelines.

Article II. Definitions

- 2.1 As used in these Guidelines, "**Purchase Order**" or "**Purchase Contract**" means a written order or contract for the acquisition of goods or services of any kind, in actual or estimated amount without limit. Purchase orders may be authorized by receiving telephone or written quotations and shall include the procurement of memberships, incidental equipment and repairs, travel and tuition reimbursement, direct purchases of emergency services, equipment or supplies. A wide variety of goods and services may be acquired using purchase orders.
- 2.2 As used in these Guidelines, "**Procurement Contract**" means a Purchase Order or Purchase Contract for the acquisition of goods or services of any kind, in the actual or estimated amount of \$12,500 or more. A Procurement Contract shall **not** include: an agreement for the purchase of the Authority bonds, purchase of investments, a derivative contract, insurance or indemnification contract, memberships in various industry groups, professional societies, and similar cooperative associations, nor any cooperative projects and procurement activities, conducted or sponsored by such organizations, in which the Authority participates; direct purchase advertising with radio, television or print media; tuition, conferences, seminars and other comparable activities; or transportation or other travel-related expenses.
- 2.3 As used in these Guidelines, "**Professional Services Contract**" means a Procurement Contract to provide a personal service of a consulting, professional, or technical nature to the Authority for a fee, commission, or other compensation by a person or organization.. Such personal service shall be in relation to the Authority's operation, management, and administration of its offices or personnel; acquisition, construction, management, operation, maintenance, or disposition of facilities under its ownership or control; or dissemination of publications or other information. Personal services of a consulting, professional, or technical nature include, but are not limited to, legal, accounting, management consulting, planning, training, statistical, research, public relations, architectural, engineering, surveying, or other similar personal services.

- 2.4 As used in these Guidelines, "**Construction Contracts**" mean Procurement Contracts to perform new construction work.
- 2.5 As used in these Guidelines, "**Other Administrative Contracts**" mean Procurement Contracts to provide services to support the Authority's administrative functions for a fee, commission, or other compensation by a person or organization. Other Administrative Contracts include, but are not limited to, equipment maintenance contracts, building maintenance contracts, leases, insurance, telecommunications, or other similar services, but do not include Personal Services Contracts.
- 2.6 As used in these Guidelines, "**Goods, Materials and Supplies Contracts**" mean Procurement Contracts for the purchase of goods, materials and supplies such as, but not limited to, office supplies, furniture, computer equipment, vehicles, other equipment, commodities and other miscellaneous items of physical property.
- 2.7 As used in these Guidelines, "**Contractor**" means a person or organization that enters into a Procurement Contract with the Authority.
- 2.8 As used in these Guidelines, "**Minority Business Enterprise**" means any business enterprise, including a sole proprietorship, partnership, or corporation, that is:
- (a) at least 51 percent owned by one or more Minority Group Members or in the case of a publicly-owned business at least 51 percent of the common stock or other voting interests of which is owned by one or more Minority Group Members;
 - (b) an enterprise in which the minority ownership is real, substantial, and continuing;
 - (c) an enterprise in which the minority ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and
 - (d) an enterprise authorized to do business in New York State, independently owned and operated, and not dominant in its field.
- 2.9 As used in these Guidelines, "**Minority Group Member**" means a United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups:
- (a) Black persons having origins in any of the Black African racial groups not of Hispanic origin;
 - (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race;
 - (c) Asian and Pacific Islander persons having origins in any of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands; or
 - (d) Native American persons having origins in any of the original peoples of North America.

- 2.10 As used in these Guidelines, "**Women-Owned Business Enterprise**" means a business enterprise, including a sole proprietorship, partnership, or corporation which is:
- (a) at least 51 percent owned by one or more United States citizens or permanent resident aliens who are women or in the case of a publicly-owned business at least 51 percent of the common stock or other voting interests of which is owned by United States citizens or permanent resident aliens who are women;
 - (b) an enterprise in which the ownership interest of women is real, substantial, and continuing;
 - (c) an enterprise in which the women ownership has and exercises the authority to control independently the day-to-day business decisions of the enterprise; and
 - (d) an enterprise authorized to do business in New York State, independently owned and operated, and not dominant in its field.
- 2.11 As used in these guidelines, "**Competitive Procurement Method**" shall include: (i) solicitations, bids, requests for proposals, requests for information, requests for quotations and requests for qualifications; procurement made pursuant to centralized contracts let by other public entities pursuant to a competitive process such as cooperative purchase agreements and Federal, State and local government contracts, including those contracts of the New York State Office of General Services (OGS) and the United States General Services Administration (GSA) ; (ii) procurement of commodities from a Contractor where the price to be charged by the Contractor is less than that which would be charged for the purchase substantially similar in function, form or utility made pursuant to a centralized contract let by the New York State Office of General Services or when other contract terms such as delivery or warranty terms are more economically beneficial; or (iv) any other competitive method of procurement that is consistent with these guidelines.
- 2.12 As used in these guidelines, "**Authority**" means the Albany County Airport Authority.

Article III. Use of Professional Services Contracts, Other Administrative Services Contracts and Emergencies (Refer to Appendix 'A')

- 3.0 It is the general policy of the Authority to use its own officers, employees and Airport management contractors, in the performance of required professional services and other services insofar as practical. At the same time, the Authority recognizes that it can be preferable to contract for certain personal services for a number of good reasons. In addition, the Authority's development programs usually depend on performance of the work by outside Contractors, and economic development programs may sometimes do so, requiring the use of Contracts.
- 3.1 Professional Services Contracts or other Administrative Contracts may be entered into for one or more of the following reasons: special expertise or unusual qualifications not available within the Authority; nature, magnitude, or complexity of services provided; lack of resources, support staff, or specialized facilities or equipment within the Authority within the time period during which the services are required; lower cost; short term or infrequent need for the services, insufficient to warrant permanent Authority staffing; performance of a function requiring independence from Authority management (e.g., independent auditors); or distance of the location or locations where the services must be performed from Authority offices or facilities.

- 3.2 Before entering into a Professional Services Contract or other Administrative Contracts, the Authority should consider whether the contemplated services can be performed adequately, cost-effectively, and on a timely basis by staff within the Authority.
- 3.3 The role of an airport dictates that the operation be maintained on a continuous basis without interruption. From time to time, the Chief Executive Officer may determine that **Emergency Purchases** or contracts be issued to keep the Airport safe, secure and when it is in the best interest to preserve order or public health and Airport facilities. Also, when the immediate restoration of a condition of usefulness of a building, equipment or roadway or utilities is necessary. Such emergency services exceeding \$50,000 shall be presented to the Authority Board at its next regularly scheduled meeting. Emergency Purchases are a category of "Sole Source".
- 3.4 From time to time the Airport Chief Executive Officer may determine that **Exigent Circumstance** have made the acquisition of particular Products, Goods and or Services urgent to ensure the continued efficient operation of the Airport. Prospect of interruption to or obstruction of the Airport Authority's efficient operation or adequate provision of service, arising from an unforeseen circumstance are examples of Exigent Circumstances. Exigency is a subcategory of "Sole Source" and the Chief Executive Officer may authorize purchases up to \$50,000 in order to relieve Exigent Circumstances.
- 3.5 The Maximum Hourly Contractor Rate for Professional Services will be equivalent to four times the highest paid ACAA employee rate. This article may be waived at the discretion of the CEO.

Article IV. Requirements Regarding Selection of Contractors

- 4.0 The Authority shall use its best efforts to secure offers from Contractors by using a Competitive Procurement Method and to select from such offerers the Contractor offering the most favorable terms, weighing expected ability to perform against projected costs. To this end, the Authority shall:
 - (a) solicit offers **in writing** from several persons or organizations known, believed, or reputed to be qualified in the area of supplying the goods, personal services, or other administrative services to be provided or performed, except that for administrative purchases authorized by **Section 4.2**, such quotations may be secured by telephone solicitations where time constraints do not permit securing a written bid and for procurement of catalog and other items generally purchased in the ordinary course of business or which do not require a detailed bid or description of materials or specifications.
 - (b) evaluate those offers received on the basis of such information as the Authority has received on, as may be relevant, each offerer's technical or professional qualifications, financial stability, past performance for the Authority, staff, equipment, and facilities availability, experience, reputation, and other factors bearing on expected capability and quality of performance, possible conflicts of interest, and contract price or fee structure; and
 - (c) document the processes by which a Contractor is selected, by making a record summarizing the nature and scope of the goods, personal services, or other administrative services sought, the name of each person or organization submitting, or requested to submit, a bid or proposal, the price or fee bid, and the basis for selection of the Contractor.

- 4.1 In any instance, the members of the Authority Board may, by Resolution, waive the use of the procedure for selecting Contractors outlined in Section 4.0 if they determine such waiver to be in the best interest of the Authority.
- 4.2 The Authority, upon adoption of these Guidelines, hereby waives use of the procedures for selecting Contractors outlined in section 4.0 in those instances when:
- (a) the goods, personal services, Authority program work, or other administrative services involved are expected to cost \$5,000 or less;
 - (b) for any Authority work, the contract is based upon an unsolicited proposal, submitted at the sole initiative of the offerer, not duplicating work then being performed and involving unique, innovative, or unusual meritorious methods or ideas. Proposals in this category exceeding \$50,000 shall require approval of the Authority Board;
 - (c) the Chief Executive Officer determines that:
 - (i) the interest of the Authority for timely procurement of the goods, personal services, Authority work, or other vendor involved requires the selection of a Contractor pursuant to emergency procedures, as defined in Article 3.3;
 - (ii) even though two or more Contractors could supply the required goods, personal services, Authority work, or other administrative service, one particular Contractor has unique or exceptionally scarce qualifications or experience, specialized equipment, or facilities not readily available from other sources, or patents, copyrights, or proprietary data; or
 - (iii) there is only one source for a required good, personal service, Authority work, or other administrative service;
- provided**, that in those instances the Authority shall nonetheless make a record summarizing the nature and scope of the goods, personal services, Authority program work, or other administrative service involved, the name of the Contractor, the contract price or fee, and the basis for waiver and selection of the Contractor.
- 4.3 A contract may be extended with the same terms and conditions contained in the original contract approved and awarded by the Airport Authority. An extension clause must be part of the original contract with the awarded vendor. The Authority, upon adoption of these Guidelines, hereby authorizes the Chief Executive Officer authority to approve contract extensions.
- 4.4 The Chief Executive Officer may approve an amendment to a contract where the amount of the proposed amendment(s) are within the limits established in Appendix 'B'.
- 4.5 Independent auditors for the Authority shall be retained only with the prior approval of the members of the Authority.

- 4.6 The Authority may use its Competitive Procurement Methods to select multiple Contractors to provide goods, personal services, Authority work, and other administrative services. Individual task work orders may be awarded to these Contractors on an as-needed basis.

Article V. Compliance with State Finance Law Sections 139-j and 139-k in the Selection of Contractors: Contractor Responsibilities and Types of Contract Provisions

- 5.0 The Authority shall comply with the requirements of State Finance Law Sections 139-j and 139-k in its selection of Contractors. Solicitations shall identify Authority Contacts, require bidders to disclose any prior determination of non-responsibility, and to provide the other information required by State Finance Law Sections 139-j and 139-k.

The responsibilities of a Contractor, including continuing responsibilities under State Finance Law Sections 139-j and 139-k, shall be detailed in the contract. Contract provisions shall address the nature and scope of the goods, personal services; the standard for performance, if practical; the duration of the work; any relevant time requirements or deadlines; and the amount of compensation to be paid or the price, rates, or fees which will be used to determine such compensation. Personal Services Contracts and other Contracts shall also include provisions on monitoring of the work to be performed; provisions governing the Contractor's use of Authority supplies, facilities, or personnel, if permitted; any provisions required by applicable law; and any other provisions the Authority deems necessary or desirable.

Article VI. Minority and Women-Owned Business Enterprises

- 6.0 It is the policy of the Authority to foster and promote participation of Minority Business Enterprises and Women-Owned Business Enterprises in its procurements and the development of such enterprises and to facilitate a fair share of the awarding of Procurement Contracts to such enterprises. In contracting, the Authority shall use its best efforts to give Minority Business Enterprises and Women-Owned Business Enterprises an opportunity to compete for Authority business, by soliciting or requesting offers from minority and women-owned businesses known to have experience in the type of goods, personal services and other administrative services involved. Written solicitations or requests for bids or proposals for Procurement Contracts should include a statement of the Authority's affirmative action policy. The Authority will consult with the Division of Minority and Women's Business Development and the Authority's DBE Liaison for assistance in identifying such enterprises, and refer to any known list maintained by any other State department or agency that identifies Minority Business Enterprises or Women-Owned Business Enterprises by area of expertise.
- 6.1 In the case of federally funded projects, the Authority shall comply with its Disadvantaged Business Enterprise Program, or any successor program, which may be required as a condition of such federal funding.

Article VII. Discretionary Spending

- 7.0 All discretionary spending must comply with Federal rules and guidance on permitted and prohibited use of airport revenue. The U.S. Congress has established the general requirements for the use of airport revenue and has identified the permitted and prohibited uses of airport revenues. These statutory requirements are incorporated in the standard grant assurances and have been interpreted by the FAA including the FAA's General Counsel's Office, and the FAA's Office of the Secretary, in policy statements and compliance decisions. It is the responsibility of the Albany County Airport Authority to ensure all purchases comply with the FAA rules and guidance established for use of Airport Revenue. Specific guidance from the FAA on the statutes, grant assurances, and policies that outline the permitted and prohibited uses of airport revenue to ensure that sponsors are not in violation of their federal obligations in the use of their airport revenue are found in FAA Airport Compliance Manual - Order 5190.6B, as may be amended from time to time.
- 7.1 Purchases of goods and services below \$50,000 that are not deemed an emergency or an exigency shall be made in accordance with the chart shown in APPENDIX A, unless an award is made to a firm that is a currently Certified Minority or Woman owned Business Enterprise (MWBE) and which in the judgment of the CEO will be providing goods and services at a fair market value to the Authority and such purchase will assist the Authority in meeting its annual MWBE purchase goal adopted pursuant to Article 15A of the Executive Law.

Article IX. Procurement Cards

- 8.0 The Authority makes limited use of Procurement Cards to situations where it is most practical to make a purchase using a procurement card. Examples of such situations include but are not limited to purchase of travel, lodging, meals and small purchases from vendors where it is not efficient to establish customer credit with the vendor.
- 8.1 Issuance of Procurement Cards will be authorized by the Chief Financial Officer. Procurement Cards may not be used for personal expenses.
- 8.2 The Chief Financial Officer will distribute a monthly report of purchases made by each procurement card holder who must complete and return a completed Credit Card Purchase Report with all receipts attached and a signed affirmation that all charges incurred on the Airport Authority Credit Card assigned to the user as itemized therein are for the approved purposes of the Albany County Airport Authority and are correct as stated. The Chief Executive Officer shall review and approve each procurement card users purchase report.

Article IX. Petty Cash

- 9.0 Petty Cash shall be used for small purchases, such as postage and incidental supplies, freight and express, and similar items for which it is not practical to issue a purchase order or cannot be obtained from Blanket Purchase Contract suppliers. A single transaction shall not exceed \$50.00.
- 9.1 Petty Cash shall not be used for cashing checks for employees or tenants, making loans to employees, or for salary advances.
- 9.2 The Chief Financial Officer shall establish a Petty Cash Fund in the amount of \$250.00.
- 9.3 The Chief Accountant or their designee shall be the custodian of the Petty Cash Fund. The Petty Cash Fund shall be in the sole custody of a single employee and no other official or employee shall have access to the fund except for periodic audits and cash count in the presence of the Custodian except under the conditions set by section 7.4.
- 9.4 The Chief Accountant may act as Custodian in the absence of the appointed Custodian. However, when it is necessary to transfer the custodianship of the Petty Cash Fund, either temporarily or permanently, the Petty Cash Fund shall be audited and reconciled by an employee other than the Custodian and the Petty Cash Fund shall be reimbursed prior to the transfer. The transfer shall be documented by letter from the Chief Financial Officer or the Chief Accountant relieving the old Custodian of responsibility of the Petty Cash Fund and appointing a new Custodian for the Fund.
- 9.5 The Petty Cash Fund shall be maintained on a current basis.
- 9.6 Employees shall secure approval from the Custodian of the Petty Cash Fund or the Purchasing Agent prior to committing or making a purchase. The failure of any employee to obtain prior approval shall result in non-reimbursement of funds to the employee. The approval of a petty cash request shall be based upon the discretionary evaluation of the Custodian. However, the Custodian may make any inquiries, as necessary, to determine if the request should be approved, including a requirement of authorization from the relevant Department Head. Upon an eligible request, the Custodian of the Petty Cash Fund shall be required to issue, in numerical sequence, a pre-numbered voucher documenting the commitment or use of Petty Cash funds. Employees shall not take advanced petty cash from the premises after work hours and, if not used on the day of issue, shall return the funds back to the Custodian of the Petty Cash fund. No item will be reimbursed from petty cash beyond 30 days after the date of purchase. Voided vouchers shall be retained for accountability purposes.
- 9.7 All petty cash forms and authorizations must be completed in ink, and only the original receipt will be accepted for proof of purchase.
- 9.8 Upon presentation of an invoice or sales slip signed by the authorized employee, the Custodian of the Petty Cash Fund shall make reimbursement.
- 9.9 The Petty Cash Fund shall be balanced and replenished at least quarterly or more often, if needed, but shall always be done on the last day of the fiscal year.

9.10 The Custodian of the Petty Cash Fund shall be required to submit a Petty Cash Report to the Chief Accountant prior to replenishing the Petty Cash fund. At a minimum, the Petty Cash Report shall contain the following information for each transaction:

1. the voucher;
2. a brief description of the item(s) and/or purpose;
3. the date of transaction;
4. the name of the purchaser;
5. the amount of the purchase;
6. any replenishments of cash to the fund since the last reporting period; and
7. the beginning and ending balance of funds for the reporting period.

The Chief Financial Officer shall issue a check for the total amount of the vouchers and the check shall be cashed for replenishment by the Custodian of the Petty Cash Fund. The Petty Cash voucher, voided vouchers, invoices or other receipts shall be attached to the replenishment voucher check copy. Upon reimbursement of the Petty Cash Fund, all supporting documents shall be canceled to prevent duplicate reimbursement. Cancellation shall be made by entering on each document the date and number of the voucher check issued to reimburse the Petty Cash Fund.

9.11 The Chief Accountant or authorized appointee, other than the Custodian, shall examine the Petty Cash Fund periodically and randomly to avoid abuse and misuse. An audit of the Petty Cash Fund and associated reports shall be performed annually by the Chief Accountant and a report of findings shall be delivered to the Chief Financial Officer and Chief Executive Officer.

9.12 The Petty Cash Reports shall be kept on file for a period of time provided in the applicable Records Retention Policy.

9.13 The Custodian of the Petty Cash Fund shall ensure the security of the petty cash. A lockable cash box shall be used and shall be kept in a secure location. Each Custodian shall be issued one key and a spare shall be kept in the key files. No other keys shall be issued. Loss of a key shall necessitate the re-keying of the cash box lock.

Article X. Payment

10.0 The Authority utilizes an electronic Requisition and Purchase Order Process. Purchases of Products, Goods and Services must be made on the issuance of a written Purchase Order delivered by the Purchasing Agent or a Contract issued by the Authority.

10.1 Payment for all Purchases and Procurement Transactions will be made by the Chief Financial Officer upon receipt of sufficient evidence, including Vendor Invoice, that Goods and/or Services have been received and or properly performed and the purchase of the Goods and or Services complied with this procurement policy and as well as applicable laws, rules, and regulations and terms and conditions imposed by any grant agreement and the Authority's Master Bond Resolution.

Article XI: Compliance With Other Rules & Regulations

- 11.0 Records related to all purchases, procurements and payments will be maintained in accordance with the Records Retention and Disposition Schedule applicable to the Authority as established and maintained by the New York State Archives under Article 57-A, Arts and Cultural Affairs Law which is known as the **Local Government Records Law**.
- 11.1 Annually the Chief Financial Officer shall cause an assessment of the effectiveness of Internal Control to be performed as required by Section 2800 of the Public Authorities Law. Compliance with these procurement guidelines will be included in the annual assessment of the effectiveness of internal control.

Article XII. Miscellaneous Provisions

- 12.0 No violation of or failure to comply with the provisions of these Guidelines shall be deemed to alter, affect the validity of, modify the terms of, or impair any Procurement Contract; nor shall any provision of these Guidelines or any violation of or failure to comply with such provisions be the basis for any claim against the Authority or any member, officer, or employee of the Authority. In any instance where these Procurement Guidelines contain an ambiguity or require clarification, the CEO may revise to provide clarity but shall not materially alter their intent.
- 12.1 The Authority may, from time to time, amend these Guidelines, provided that no such amendment shall be deemed to alter, affect the validity of, modify the terms of, or impair any existing Procurement Contract.
- 12.2 All purchases shall be subject to accounting review for compliance with the Procurement Guidelines and budget. Records shall be maintained for audit and Board review.

APPENDIX A

Albany County Airport Authority Procurement Approval Policy

Procurement Thresholds	Phone Quotes	Written Quotes	Req. for Proposal/ Request for Bid	Approvals (1)		ACAA Board
				CFO	CEO (2)	
Goods, Materials and Supplies						
Petty Cash				√		
\$0 - \$999	1				√	
\$1,000 - \$4,999	1				√	
\$5,000 - \$24,999		3			√	
\$25,000 - \$50,000			√	√	√	
Over \$50,000			√	√	√	√
Other Administrative Contracts						
\$0 - \$999	1				√	
\$1,000 - \$4,999	1				√	
\$5,000 - \$24,999		3			√	
\$25,000 - \$50,000			√	√	√	
Over \$50,000			√	√	√	√
Purchased Services						
\$0 - \$4,999	1				√	
\$5,000 - \$24,999		3			√	
\$25,000 - \$50,000			√	√	√	
Over \$50,000			√	√	√	√
Professional Services						
\$0 - \$24,999					√	
\$25,000 - \$50,000			√	√	√	
Over \$50,000			√	√	√	√
Construction Contracts (POs & Contracts)						
\$0 - \$29,999		3		√	√	
\$30,000 - \$50,000			√	√	√	
Over \$50,000			√	√	√	√
Emergency Contracts						
					* CEO Board Report Required	

(1) All approvals are cumulative, except in cases of ACAA Board approvals which shall be controlling.

(2) CEO shall be provided periodic reports for budget conformity for purchases greater than \$12,500.

\\acaa-fs1\USER\Shared\PURCHSNG\ProcurementGuidelines\ACAA Procurement Policy May 2011.doc - 12/13/2018 3:38 PMU:\LEGAL\ACAA Procurement Policy Draft.doc - 12/13/2018 3:38 PM

APPENDIX B
Albany County Airport Authority
CEO Approval of Contract Changes

The Chief Executive Officer (CEO) may approve a change in the total amount of a contract approved by the Authority Board where the amount of the proposed change or cumulative changes approved by the CEO do not exceed the following amounts based upon original contract size:

Original Contract Value	Maximum Contract Change Order CEO May Approve is
	Dollar Value
\$1,500,000+	\$50,000 or 2.5% *
\$1,000,000-\$1,499,999	\$37,500
\$500,000-\$999,999	\$32,000
\$250,000-\$499,999	\$25,000
\$0-\$249,999	\$20,000

* Greater of \$50,000 or 2.5%

Old Business

New Business

Executive Session
Attorney-Client Privilege Matters