



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

October 11, 2023

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Wednesday, October 11, 2023 @ 9:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

### MEMBERS PRESENT

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

### MEMBERS ABSENT

ACAA Approved  
10/23/2023

### STAFF

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

### ATTENDEES

Dennis Feeney, Majority Leader  
Carmiena Brooks, Assistant Airport Manager, AvPorts  
Steven Smith, Communications Director, AvPorts  
Katie Mahoney, Parking Manager, AvPorts  
Captain Dorsey, ARFF, AvPorts  
Kevin Hehir, AvPorts  
Ray Camilli, AvPorts  
Cameron Sagan, Public Information Officer Albany County  
Mike Cavaleri, AV Specialist Albany County  
Naishly Ortiz, Communications Albany County  
Rob Wagner, Turner Construction  
Beth DiBattista, VP Operations, Turner Construction  
Kelly Melaragno, CHA Consulting, Inc.  
Jeremy Martelle CHA Consulting  
Jeff Lovell, Managing Director, Park Strategies, LLC



Chair Fresina noted that there was a quorum.

**General:**

**1. Chairman's Remarks**

Chair Fresina welcomed Steven Smith to the Airport in his new role with AvPorts as Communications Director

**2. Approval of Minutes**

Ms. O'Connor moved to approve the minutes of the August 7, 2023 meeting. The motion was adopted unanimously.

Ms. O'Connor moved to approve the minutes of the September 18, 2023. The motion was adopted unanimously

**Management Reports:**

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

Mr. Calderone reported on the following in his Communications Report for the month of October 2023

- Strong Financial Performance
- Terminal Expansion Project
- Design for the In-Line Baggage System
- A Concourse Redesign and Expansion
- Operational meetings with TSA, Sheriff and Airlines regarding all ongoing projects.
- Inaugural American Airlines flight to Dallas
- International Airport Summit in London for our Airport's accessibility efforts.

**4. Chief Financial Officer Report**

Mr. Zonsius advised he will present the September financials at the next Board meeting.

**5. Project Development**

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

**6. Counsel**



**7. Concessions/Ambassador Program**

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

**8. Public Affairs**

**Mr. Smith reported on the following:**

Fear of Fly Class on October 26. We will be hosting another one.

TV interview with Spectrum News on Friday, September 29 about impact on airport in the event of Federal Government shutdown.

Inaugural ALB to DFW flight on Friday, October 6. It was our most popular post reaching over 54K people.

Patriot Flight on Friday, October 6 and Leatherstocking Honor Flight scheduled for Saturday, October 14.

Job fair held on Wednesday, October 4 at Holiday Inn in Latham. Another job fair is being held on October 11 at Crossgates.

Airport's social media --- posting information about the terminal expansion project, specifically the reduced lanes, parking information and importance of picking up and dropping off passengers quickly to avoid traffic congestion.

In addition to traditional media, goal is to also keep informing and engaging with public through our social media platforms.

**9. Business & Economic Development**

**Action Items:**

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

**10.1 Approve Services Agreement, SC-1164, to GAT Airlines Ground Support Inc. for Acceptance and Inspection Services of Loading Dock Deliveries**

Ms. Quinn recommended authorization to approve Service Agreement, SC-1164



with GAT Airlines Ground Support Inc. for Acceptance and Inspection Services of Loading Dock Deliveries. She advised GAT Airlines Ground Support, Inc. (GAT) shall accept all loading dock deliveries for ALB Terminal at their Air Cargo Facility. GAT shall inspect all delivered goods and notify each company who has had a product delivered. A request is made to enter into a one (1) year agreement with two (2) optional one (1) year renewals for a Contract Amount of \$300,000.00/year.

Mr. Heider moved to approve Service Agreement SC-1164 with GAT Airlines Ground Support Inc. for Acceptance and Inspection Services of Loading Dock Deliveries for a one (1) year agreement with two (2) optional one (1) year renewals for a Contract Amount of \$300,000.00/year. The motion was adopted unanimously.

**10.2 Service Contract: Service Contract No. SC-23-1156 Snow Removal Services with Peter Luizzi & Bros. Contracting Inc., 857 1<sup>st</sup> Street, Watervliet, New York 12189**

Mr. LaClair recommended authorization to approve Service Contract No. SC-23-1156 for Snow Removal Services (this item was originally presented to the Board and tabled at ACAA regular Board meeting on September 18, 2023).

Mr. LaClair advised an RFP was issued on July 20, 2023 and Pre-Proposal Meeting was held on August 10, 2023. Proposers were requested to propose a two-year term with three (3) one-year options at the following seven (7) locations: 1. Airport Ramp Areas; 2. Parking Lots; 3. Hangar Roads, Industrial Park & Parking Areas; 4. Remote Areas; 5. T-Hangars; 6. E-Parking Lot; and 7. Million Air.

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

The contract amounts are as follows and are estimated based on 2022 amount totals: 2024 \$178,574; 2025 \$178,574; 2026 \$189,456; 2027 \$193,844; 2028 \$193,844 for an estimated five year total of \$934,292.

Mr. Pichardo moved to approve Service Contract No. SC-23-1156 for Snow Removal Services with Peter Luizzi & Bros. Contracting Inc. for a two-year term with three (3) one-year options and allow the Chief Executive Officer to authorize the three (3) optional one (1) year contract extensions in the following estimated contract amounts based on 2022 amount totals: 2024 \$178,574; 2025 \$178,574; 2026 \$189,456; 2027 \$193,844; 2028 \$193,844. The motion was adopted unanimously.





**10.3 Authorization to begin the Procurement Process to secure a Bank Revolving Line of Credit (“Credit Line”) by Private Negotiated Sale pursuant to the terms of the Authority’s “Guidelines Establishing Procedures for the Selection of Underwriters; for the Sale of the Authority’s Bonds and certain Other Matters” (the “Guidelines”).**

Mr. Zonsius recommended authorization to begin the Procurement Process to secure a Bank Revolving Line of Credit (“Credit Line”) by Private Negotiated Sale pursuant to the terms of the Authority’s “Guidelines Establishing Procedures for the Selection of Underwriters; for the Sale of the Authority’s Bonds and certain Other Matters” (the “Guidelines”).

The Authority is considering undertaking a project (the “Project”) that includes the construction of a connector between the existing terminal and parking garage located at the Albany County Airport. The Authority anticipates receiving certain grant funding (collectively, the “Grants”) from the (a) New York State Department of Transportation Aviation Project Funding in an amount not to exceed \$60,000,000 and (b) Federal Aviation Administration in an amount not to exceed \$40,000,000. The terms of the Grants require the Authority to advance payments on grant eligible expenditures from its own funds. Based upon the size of the Grants, the limitation on use of other restricted funds of the Authority, and the delay of receipt of reimbursement funds, the Authority desires to have a line of credit available to temporarily finance cash flows, which can vary with the size and timing of payments to contractors. Therefore, the Authority intends to provide interim financing for the Project in anticipation of the receipt of the Grants through the Credit Line.

The Credit Line is expected to be obtained via a Private Negotiated Sale pursuant to the Guidelines. If a Private Negotiated Sale is authorized, the financial institution (the “Bank”) with which the Authority will enter into the Credit Line will be procured via a Request for Proposal, to be prepared by the Authority’s Financial Advisors.

The Authority is being advised on this transaction by its Bond Counsel, Hodgson Russ LLP, and its two Financial Advisors: Public Resources Advisory Group and Frasca & Associates. The Authority will also seek certain approvals from the Comptrollers of the County of Albany and the State of New York, as required by New York law.

Mr. Hicks moved to authorize the Authority to begin the Procurement Process to secure a Bank Revolving Line of Credit (“Credit Line”) by Private Negotiated Sale pursuant to the terms of the Authority’s “Guidelines Establishing Procedures for the Selection of Underwriters; for the Sale of the Authority’s Bonds and certain Other Matters” (the “Guidelines”). The motion was adopted unanimously.



**10.4 Purchase Order Runway Sweeper Replacement Brushes Contract # 1160, United Rotary Brush Corporation, 15607 W. 100<sup>th</sup> Terrace, Lenexa, KS 66219**

Mr. Zonsius recommended authorization to approve the purchase of Runway Sweeper Replacement Brushes on an as needed basis. He advised a Request for Bid was issued August 24, 2023 and one (1) bid was received. United Rotary Brush Corporation was the sole responder to the bid with cost of \$4,119.00 for a set of brushes for one machine. The total Contract Amount is \$370,710 (one year with four-one year optional renewals) (\$74,142 per year based on eighteen (18) sets @ \$4,119.00) This purchase is to funded from Account Number: 54050-50-0000.

Ms. O'Connor moved to authorize the purchase of Runway Sweeper Replacement Brushes on an as needed basis from United Rotary Brush Corporation for a total Contract Amount of \$370,710 (one year with four-one year optional renewals) (\$74,142 per year based on eighteen (18) sets @ \$4,119.00). The motion was adopted unanimously.

**10.5 PC70129 OGS Contract Road Salt/Deicer Using New York State Contracts (No. 01800)**

Mr. Zonsius recommended authorization to make purchases using State of New York Contracts for Road Salt using NYS State Contract Number 23315 for the period of September 01, 2023 – August 31, 2024 from Apalachee Salt, 1423 Highland Ave., Rochester, New York 14620 in the Contract Amount (estimated) of \$60,790 per year (\$60.79/ton at estimated 1,000 tons) from account numbers 23-53048-30-0000 and 23-53048-32-0000. He advised New York State Office of General Services Procurement Services has conducted bidding for the above-mentioned contract and the awarded vendor has agreed to offer the Airport the same terms and conditions of these contracts. The consumption for 2023 was \$34,027.45 (469 tons at \$72.53).

Mr. Heider moved authorize the Authority to make purchases using State of New York Contracts for Road Salt using NYS State Contract Number 23315 for the period of September 01, 2023 – August 31, 2024 from Apalachee Salt, 1423 Highland Ave., Rochester, New York 14620 in the Contract Amount (estimated) of \$60,790 per year (\$60.79/ton at estimated 1,000 tons). The motion was adopted unanimously.

**10.6 Professional Services Contract: Authorization to Award: Contract No. S-1162 Professional Engineering Services for the Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies.**

Ms. LaClair recommended authorization to award the Professional Services Contract S-1162 Runway 1-19 Rehabilitation and Lighting Upgrades to C & S Companies of



Syracuse, N.Y. in the amount of \$313,250.00. He advised the Board approved the Authority to negotiate with C&s Companies at the September 18, 2023 regular Board meeting. This contract will be 90% Federally funded; 5% State and 5% Airport.

Mr. Pichardo moved authorize the award of Professional Services Contract S-1162 Runway 1-19 Rehabilitation and Lighting Upgrades to C & S Companies of Syracuse, N.Y. in the amount of \$313,250.00. The motion was adopted unanimously.

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

**Old Business:**

**New Business:**

Ms. Quinn advised that as the bids for the Terminal Expansion-Structural and Interior --- Contract No. 21-1082-STR & INT (Bid Package 4/5) were opened yesterday we will need to hold a Special Meeting before our next scheduled meeting in November to award this contract.

Chair Fresina advised we will hold the Special Meeting on Monday, October 23, 2023 at 12:00 noon in the Million Air Conference Room. He requested that the agenda be sent to the Board on Monday October 16, 2023.

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

There being no further business, the meeting was adjourned at 9:45 a.m.

**NOTICE**





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Info Desk 10/6/23  
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**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold its regularly scheduled meeting on **Wednesday, October 11, 2023 at 9:00 a.m.** The meeting will be held in the Conference Room on the 3rd Floor located in the Main Terminal at the Albany International Airport, Albany, New York.

# **AGENDA ITEM NO. 1**

## **Chairman's Remarks**



ACAA Approved  
10/11/2023

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

August 7, 2023

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, August 7, 2023 @ 10:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

### MEMBERS PRESENT

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

### MEMBERS ABSENT

Kevin R. Hicks, Sr.

### STAFF

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

### ATTENDEES

Dan McCoy, Albany County Executive  
Jeff Jamison, Counsel to the Albany County Executive  
Ray Casey, Airport Consultant  
Todd Pennington, AvPorts Airport Manager  
Carmiena Brooks, Assistant Airport Manager  
Captain Stephen Dorsey, AvPorts – ARFF  
Cameron Sagan, Public Information Officer Albany County  
Naishly Ortiz, Albany County  
Toma Vardhami, Albany County  
Ray Camilli, AvPorts  
Kevin Hehir, AvPorts  
Jim O'Brien, AvPorts  
Brian King, Million Air Manager  
Rob Wagner, Turner Construction  
Beth DiBattista, VP Operations, Turner



Jeff Pangburn, P.E., Chief Engineer, Creighton Manning

Chair Fresina noted that there was a quorum.

**Chair Fresina made a motion to go into executive session at 10:05 a.m. to discuss:**

**ES-1 Employment History**

The motion was adopted unanimously

Moved back to regular session at 10:55 a.m.

**General:**

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

Ms. O'Connor moved to approve the minutes of the July 10, 2023 meeting. The motion was adopted unanimously.

Ms. O'Connor moved to approve the minutes of the July 17, 2023. The motion was adopted unanimously

**Management Reports:**

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

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of August 2023. Mr. Calderone also advised Fire Chief Dave Cook will be retiring at the end of October and thanked him for his dedicated service to the Airport.

Jeff Pangburn, Chief Engineer from Creighton Manning provided a traffic update for the construction.

- 4. Chief Financial Officer Report**

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

- 5. Project Development**

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

- 6. Counsel**





**7. Concessions/Ambassador Program**

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

**8. Public Affairs**

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

**9. Business & Economic Development**

Mr. Cannon provided airline updates.

**Action Items:**

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

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

Mr. LaClair recommended authorization to award Contract 1153-I Construction Inspection Services programmed for the Pre-TSA Terminal Expansion in the amount of \$1,272,125.02 to Creighton Manning Engineering, LLP of Albany, N.Y. This contract is for Construction Inspection (C.I.) for the project. The work will include fulltime onsite Construction Inspection, materials testing, project and SWPPP reporting and reviewing the contractor's payment applications. This project will be 50% Federal and 50% State funded.

Mr. Pichardo moved to approve the award Contract 1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion in the amount of \$1,272,125.02 to Creighton Manning Engineering, LLP of Albany, N.Y. The motion was adopted unanimously.

**10.2 **Negotiations** - Construction Inspection - Authorization to Negotiate Construction Inspection Services for Contract 23-1146 -I for Airport Access Gates and Operators and Power Controls to C&S Companies**



Mr. LaClair recommended authorization to negotiate for Professional Services Contract 23-1146-I Construction Inspection Services for the Airport Access Gate, Gate Operators and Power Controls Replacement project. C & S Companies did the initial evaluation of the gates and produced the bid documents for the contract to be put out for bid. The engineering firm of C & S of Syracuse, New York has all the information needed to review material submittals and inspect the work done for compliance with the plans and specifications developed per TSA and FAA guidelines. The prospective contract award is contingent upon Board approval of negotiated fee established following grant guidelines. This project will be 100% Airport funded.

Mr. Heider moved to approve negotiations for Professional Services Contract 23-1146-I Construction Inspection Services for the Airport Access Gate, Gate Operators and Power Controls Replacement project with C & S Companies contingent upon Board approval of negotiated fee established following grant guidelines. The motion was adopted unanimously.

### **10.3 Unfi Operating Permit with Delta Airlines to Provide Aircraft Cleaning and Ground Handling Services**

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

Mr. Pichardo moved to approve the recommendation to enter into an Operating Permit with Unifi Aviation, LLC to provide aircraft cleaning and ground handling services to Delta at Albany International Airport. The agreement may be extended beginning the first day of January 2025. The motion was adopted unanimously.

### **10.4 Contract No. 1151-GC Exterior Painting of Hangar 1 – Building 112 with Quality Painters & Decorators, Inc.**

Mr. LaClair recommended authorization to award Contract # 1151-GC for the Exterior Painting of Hangar #1 to qualified low bidder Quality Painters of Albany, NY for \$57,300.00. He advised the contract scope includes the complete removal of any loose material by pressure washing and the application of two coats of industrial grade paint on all exterior surfaces. The award of this contract is contingent on compliance with a NYS DOL approved apprenticeship program. This project will be 100% Airport funded.



Mr. Pichardo moved to approve the award Contract No. 1151-GC for the Exterior Painting of Hangar #1 to Quality Painters of Albany, NY in the amount of \$57,300.00 contingent on compliance with a NYS DOL approved apprenticeship program. The motion was adopted unanimously.

**10.5 Contract No. 1155-ATM for Automatic Teller Machines with Broadview Federal Credit Union**

Mr. Zonsius recommended authorization to award Service Contract: Automated Teller Machine (ATM) Contract # 1155-ATM to Broadview Federal Credit Union, 4 Winners Circle, Albany, New York 12205 at the following two locations: One (1) Pre TSA Checkpoint in airport terminal; and One (1) Post TSA Checkpoint. The Contract Amount (estimated) is \$7,000.00/machine/year, three (3) year term with one (1) 3-year option period, subject to a review of transaction volumes.

Mr. Nardacci moved to approve the award of Service Contract for Automated Teller Machine (ATM) Contract # 1155-ATM to Broadview Federal Credit Union, 4 Winners Circle, Albany, New York 12205 at the following two locations: One (1) Pre TSA Checkpoint in airport terminal; and One (1) Post TSA Checkpoint with a Contract Amount (estimated) of \$7,000.00/machine/year, with a three (3) year term with one (1) 3-year option period, subject to a review of transaction volumes. The motion was adopted unanimously.

**10.6 Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405**

Mr. Zonsius recommended authorization to award Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405. He advised the Authority solicited the audit services of qualified firms of certified public accountants to audit its financial statements and OPEB trust for the year ending December 31, 2023, with the option to audit the financial statements for each of the four (4) subsequent fiscal years. A Request for Proposals for Professional Audit Services was issued on May 9, 2023 and a Pre-Proposal Meeting was held on June 1, 2023. The Authority received four (4) proposals on June 9 of which two (2) were selected for interviews on August 2, 2023. An evaluation committee reviewed all four (4) proposals subsequent to the interviews and recommended MMB+Co. for approval to the Audit Committee. The Audit Committee concurred with Staff's recommendation at an Audit Committee meeting this morning at 9:45 a.m.

Ms. O'Connor moved to approve the award for Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405 to audit financial statements and OPEB trust for the year ending December 31, 2023, with the option to audit the financial statements for each of the four (4) subsequent fiscal years subsequent to the recommendation of MMB+Co. for approval by the Audit Committee where the Audit Committee concurred with Staff's





recommendation at an Audit Committee meeting this morning at 9:45 a.m. The motion was adopted unanimously.

**11. Authorization of Change Orders - None**

**12. Authorization of Federal and State Grants**

**12.1 Authorization to Accept Federal and State Funding Grants Runway 10-28 Multi-Year Project (2022 Funding Portion, Year 1 of 2)**

Mr. Haskin recommended authorization for this clerical resolution to delineate the Runway 10-28 Rehab Multi-Year project grant funding acceptance between the two years of funding. Previous approved board item (July 2022, Agenda Item No. 12.1) combined the multi-year rehabilitation project into one sum of total grand funding over the life of the project. This resolution will be for the acceptance of federal and state funding for the 2022 allocation. A future resolution for the final acceptance of federal and state funding for the 2023 allocation will be presented.

Ms. O'Connor moved to approve the clerical resolution to delineate the Runway 10-28 Rehab Multi-Year project grant funding acceptance between the two years of funding. This resolution will be for the acceptance of federal and state funding for the 2022 allocation. A future resolution for the final acceptance of federal and state funding for the 2023 allocation will be presented. The motion was adopted unanimously.

**13. Informational Only**

**Old Business:**

**New Business:**

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

**Chair Fresina made a motion to go into executive session at the beginning of the meeting to discuss:**

**ES-1 Employment History**

There being no further business, the meeting was adjourning at 11:45 a.m.





**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**August 7, 2023**

**General:**

- 3. Chairman's Remarks**
- 4. Approval of Minutes:**
  - Regular Meeting - July 10, 2023**
  - Special Meeting - July 17, 2023**
- 4. Communications and Report of Chief Executive Officer**

**Reports:**

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

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 (Construction Inspection) Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering.**
  - 10.2 Negotiations - Construction Inspection - Authorization to Negotiate Construction Inspection Services for Contract 23-1146 for Airport Access Gates and Operators and Power Controls to C&S Companies**
  - 10.3 Unfi Operating Permit with Delta Airlines to Provide Aircraft Cleaning and**



**Ground Handling Services**

- 10.4 Contract No. 1151-GC Exterior Painting of Hangar 1 – Building 112 with Quality Painters & Decorators, Inc.**
- 10.5 Contract No. 1155-ATM for Automatic Teller Machines with Broadview Federal Credit Union**
- 10.6 Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405**

**11. Authorization of Change Orders - None**

**12. Authorization of Federal and State Grants**

- 12.1 Authorization to Accept Federal and State Funding Grants Runway 10-28 Multi-Year Project (2022 Funding Portion, Year 1 of 2)**

**13. Informational Only**

**Old Business:**

**New Business:**

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







ACAA Approved  
10/11/2023

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

September 18, 2023

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, September 18, 2023 @ 9:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

### MEMBERS PRESENT

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

### MEMBERS ABSENT

John-Raphael Pichardo

### STAFF

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

### ATTENDEES

Todd Pennington, AvPorts Airport Manager  
Carmiena Brooks, Assistant Airport Manager  
Cameron Sagan, Public Information Officer Albany County  
George Penn, Director of Operations Albany County  
Ray Camilli, AvPorts  
Kevin Hehir, AvPorts  
Jim O'Brien, AvPorts  
Katie Mahoney, AvPorts  
Brian King, Million Air Manager  
Kelly Melaragno, CHA Consulting, Inc.  
Jeff Lovell, Managing Director, Park Strategies, LLC  
Arturo Garcia-Alonso, Chief Operating Officer AvPorts

Chair Fresina noted that there was a quorum.





**General:**

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

Chair Fresina deferred approval of the minutes of the August 7, 2023 meeting until the October 2023 Board meeting.

**Management Reports:**

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

Mr. Calderone reported on the following in his Communications Report for the month of September 2023

- Strong Financial Performance
- Terminal Expansion Project Kick-Off
- Meeting with FAA Director Evelyn Martinez
- Reviewed Master Plan with FAA Team
- Meeting with TSA Administration in Charge of our In-Line Baggage Design

- 4. Chief Financial Officer Report**

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

- 5. Project Development**

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

- 6. Counsel**

- 7. Concessions/Ambassador Program**

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

- 8. Public Affairs**

- 9. Business & Economic Development**

Mr. Cannon reported on the NYAMA Conference.



**Action Items:**

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

**10.1 Service Contract: Service Contract No. SC-23-1156 Snow Removal Services; Peter Luizzi & Bros. Contracting Inc., 857 1st Street, Watervliet, New York 12189 **TABLED****

**10.2 Issue Purchase Order for Purchase of Materials at Fixed Cost Option - Glycol**

Mr. Zonsius recommended authorization to approve the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. in the total contract amount of \$1,176,250 (*estimated usage*). He advised Type I and Type IV glycol is used in two ways: 1) for resale to the commercial airlines for their own use and 2) for use in deicing services performed by Million Air for commercial airlines that do not deice their own aircraft and other general aviation customers. The resale of glycol to airlines that do their own deicing is at cost plus 30 cents per gallon flowage fee and a \$2.30/gallon glycol recovery fee. Deicing services performed by Million Air are priced at cost plus \$5.50 a gallon and a \$2.30/gallon Airport glycol recovery fee to the airlines which the cost of owning and operating the deicing equipment and staff required to perform the deicing service. The glycol recovery fee covers part of the cost of treating glycol contaminated water collected from the runoff.

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

Mr. Hicks moved to approve the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. in the total contract amount of \$1,176,250 (*estimated usage*). The motion was adopted unanimously.

**10.3 Purchase Four (4) Airport Shuttle Buses NYS State Contract Number: PC69530 SB Coach and Equipment Bus Sales Penn Yan, NY 14527**

Mr. Zonsius recommended authorization to purchase four (4) CNG passenger shuttle buses from Coach and Equipment Bus Sales under contract awarded by the State of New York at a total cost of \$624,252.76. He advised these buses will



replace the four (4) P14, P15, P16, and P18 that have a combined total and average age of 49.9 years and 12.5 years, respectively. Budget Year 2024 is the anticipated delivery date for all four (4) vehicles..

Mr. Nardacci moved to approve the purchase four (4) CNG passenger shuttle buses from Coach and Equipment Bus Sales under contract awarded by the State of New York at a total cost of \$624,252.76. The motion was adopted unanimously.

#### **10.4 Intentionally Left Blank**

#### **10.5 License Agreement – L-21-1093 with UPS at 845 Watervliet Shaker Road**

Ms. Quinn recommended authorization to enter into a License Agreement with United Parcel Service, Inc. for 845 Watervliet Shaker Road, approximately 2.6 acres. Rent is \$6,180 per month. The term is approximately three months.

Mr. Heider moved authorize the Authority to enter into a License Agreement with United Parcel Service, Inc. at 845 Watervliet Shaker Road, approximately 2.6 acres in the amount of \$6,180 per month for approximately three months. The motion was adopted unanimously.

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

Ms. Quinn recommended authorization to execute a Memorandum of Agreement with the FAA for Navigational Aids (NAVAIDS) located at the Albany International Airport and renewing the Master Lease Agreement which commenced October 1, 2004. This Memorandum of Agreement is for a term of 20 years.

Ms. Thayer moved authorize the Authority to execute a Memorandum of Agreement with the FAA for Navigational Aids (NAVAIDS) located at the Albany International Airport and renewing the Master Lease Agreement with the FAA which commenced October 1, 2004. This Memorandum of Agreement is for a term of 20 years. The motion was adopted unanimously.

#### **10.7 Construction Inspection – C&S Companies for Contract No. 23-1146 for Airport Access Gates and Operators and Power Controls**

Mr. LaClair recommended authorization to award Professional Services Contract 23-1146-I (Construction Inspection Services) programmed for the Airport Access Gate, Gate Operators and Power Controls Replacement project with C&S Companies in the contract amount of \$170,000.00. He advised C & S Companies did the initial evaluation of the gates and produced the bid documents for the





contract to be put out for bid and they have all the information needed to review material submittals and inspect the work done for compliance with the plans and specifications developed per TSA and FAA guidelines.

Ms. O'Connor moved to authorize the award of Professional Services Contract 23-1146-I (Construction Inspection Services) programmed for the Airport Access Gate, Gate Operators and Power Controls Replacement project in the contract amount of \$170,000.00. The motion was adopted unanimously.

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

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

Mr. Hicks moved to authorize the purchase and installation of a new Hydraulic jack Replacement in the amount of \$107,718.00 from Kone, Inc. The motion was adopted unanimously.

**10.9 Overhead Doors & Installation Contract No. 1157-GC - All Type Professional Doors, Inc.**

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

Chair Fresina tabled this item.

After Executive Session:

Ms. O'Connor moved to authorize the award of Contract No. 1157-GC to Overhead Doors & Installation to qualified sole bidder All Type Professional Door Service, Inc. of Albany, NY in the amount of \$512,500.00 after the Board came out of Executive Session. The motion was adopted unanimously.



**10.10 Professional Services Contract: Negotiation and Award: Contract No. S-1162 Professional Engineering Services for the Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies.**

Mr. LaClair recommended authorization to negotiate and award the Professional Services Contract S-1162 Runway 1-19 Rehabilitation and Lighting Upgrades to C & S Companies of Syracuse, N.Y. He advised an RFQ was advertised and a review committee evaluated the submitted proposals. C & S Companies received the highest score. In order to meet the FAA's accelerated time frame for plan and specification submittal this contract will need to be awarded at the October Board meeting. The prospective contract award is contingent upon Board approval of negotiated scope and fee established following FAA grant guidelines.

Mr. Heider moved to authorize the negotiations and award of Professional Services Contract S-1162 Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies of Syracuse, N.Y. The motion was adopted unanimously.

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

**Old Business:**

**New Business:**

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

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

- ES-1 Contract Negotiations**
- ES-2 Public Safety**

There being no further business, the meeting was adjourning at 10:45 a.m.





**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**September 18, 2023**

**General:**

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

**Reports:**

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

**Action Items:**

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



- 10.5 License Agreement - L-21-1093 with UPS at 845 Watervliet Shaker Road
- 10.6 Request approval of Memorandum of Agreement with the FAA for Navigational Aids (NAVAIDS) located at the Albany International Airport.
- 10.7 Construction Inspection - C&S Companies for Contract No. 23-1146 for Airport Access Gates and Operators and Power Controls
- 10.8 Issue Purchase Order for Purchase and Installation of a Hydraulic Jack Replacement to Kone, Inc.
- 10.9 Overhead Doors & Installation Contract No. 1157-GC - All Type Professional Doors, Inc. **TABLED - APPROVED AFTER EXECUTIVE SESSION**
- ADD ON** 10.10 Negotiations - Professional Services Contract: Negotiation and Award: Contract No. S-1162 Professional Engineering Services for the Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies.

11. Authorization of Change Orders - None

12. Authorization of Federal and State Grants

13. Informational Only

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**



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

**August 7, 2023**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, August 7, 2023 @ 10:00 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Kevin R. Hicks, Sr.

**STAFF**

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

**ATTENDEES**

Dan McCoy, Albany County Executive  
Jeff Jamison, Counsel to the Albany County Executive  
Ray Casey, Airport Consultant  
Todd Pennington, AvPorts Airport Manager  
Carmiena Brooks, Assistant Airport Manager  
Captain Stephen Dorsey, AvPorts – ARFF  
Cameron Sagan, Public Information Officer Albany County  
Naishly Ortiz, Albany County  
Toma Vardhami, Albany County  
Ray Camilli, AvPorts  
Kevin Hehir, AvPorts  
Jim O'Brien, AvPorts  
Brian King, Million Air Manager  
Rob Wagner, Turner Construction  
Beth DiBattista, VP Operations, Turner





Jeff Pangburn, P.E., Chief Engineer, Creighton Manning

Chair Fresina noted that there was a quorum.

**Chair Fresina made a motion to go into executive session at 10:05 a.m. to discuss:**

**ES-1 Employment History**

The motion was adopted unanimously

Moved back to regular session at 10:55 a.m.

**General:**

**1. Chairman's Remarks**

**2. Approval of Minutes**

Ms. O'Connor moved to approve the minutes of the July 10, 2023 meeting. The motion was adopted unanimously.

Ms. O'Connor moved to approve the minutes of the July 17, 2023. The motion was adopted unanimously

**Management Reports:**

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

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of August 2023. Mr. Calderone also advised Fire Chief Dave Cook will be retiring at the end of October and thanked him for his dedicated service to the Airport.

Jeff Pangburn, Chief Engineer from Creighton Manning provided a traffic update for the construction.

**4. Chief Financial Officer Report**

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

**5. Project Development**

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

**6. Counsel**



**7. Concessions/Ambassador Program**

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

**8. Public Affairs**

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

**9. Business & Economic Development**

Mr. Cannon provided airline updates.

**Action Items:**

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

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

Mr. LaClair recommended authorization to award Contract 1153-I Construction Inspection Services programmed for the Pre-TSA Terminal Expansion in the amount of \$1,272,125.02 to Creighton Manning Engineering, LLP of Albany, N.Y. This contract is for Construction Inspection (C.I.) for the project. The work will include fulltime onsite Construction Inspection, materials testing, project and SWPPP reporting and reviewing the contractor's payment applications. This project will be 50% Federal and 50% State funded.

Mr. Pichardo moved to approve the award Contract 1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion in the amount of \$1,272,125.02 to Creighton Manning Engineering, LLP of Albany, N.Y. The motion was adopted unanimously.

**10.2 **Negotiations** - Construction Inspection - Authorization to Negotiate Construction Inspection Services for Contract 23-1146 -I for Airport Access Gates and Operators and Power Controls to C&S Companies**



Mr. LaClair recommended authorization to negotiate for Professional Services Contract 23-1146-I Construction Inspection Services for the Airport Access Gate, Gate Operators and Power Controls Replacement project. C & S Companies did the initial evaluation of the gates and produced the bid documents for the contract to be put out for bid. The engineering firm of C & S of Syracuse, New York has all the information needed to review material submittals and inspect the work done for compliance with the plans and specifications developed per TSA and FAA guidelines. The prospective contract award is contingent upon Board approval of negotiated fee established following grant guidelines. This project will be 100% Airport funded.

Mr. Heider moved to approve negotiations for Professional Services Contract 23-1146-I Construction Inspection Services for the Airport Access Gate, Gate Operators and Power Controls Replacement project with C & S Companies contingent upon Board approval of negotiated fee established following grant guidelines. The motion was adopted unanimously.

### **10.3 Unfi Operating Permit with Delta Airlines to Provide Aircraft Cleaning and Ground Handling Services**

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

Mr. Pichardo moved to approve the recommendation to enter into an Operating Permit with Unifi Aviation, LLC to provide aircraft cleaning and ground handling services to Delta at Albany International Airport. The agreement may be extended beginning the first day of January 2025. The motion was adopted unanimously.

### **10.4 Contract No. 1151-GC Exterior Painting of Hangar 1 - Building 112 with Quality Painters & Decorators, Inc.**

Mr. LaClair recommended authorization to award Contract # 1151-GC for the Exterior Painting of Hangar #1 to qualified low bidder Quality Painters of Albany, NY for \$57,300.00. He advised the contract scope includes the complete removal of any loose material by pressure washing and the application of two coats of industrial grade paint on all exterior surfaces. The award of this contract is contingent on compliance with a NYS DOL approved apprenticeship program. This project will be 100% Airport funded.



Mr. Pichardo moved to approve the award Contract No. 1151-GC for the Exterior Painting of Hangar #1 to Quality Painters of Albany, NY in the amount of \$57,300.00 contingent on compliance with a NYS DOL approved apprenticeship program. The motion was adopted unanimously.

**10.5 Contract No. 1155-ATM for Automatic Teller Machines with Broadview Federal Credit Union**

Mr. Zonsius recommended authorization to award Service Contract: Automated Teller Machine (ATM) Contract # 1155-ATM to Broadview Federal Credit Union, 4 Winners Circle, Albany, New York 12205 at the following two locations: One (1) Pre TSA Checkpoint in airport terminal; and One (1) Post TSA Checkpoint. The Contract Amount (estimated) is \$7,000.00/machine/year, three (3) year term with one (1) 3-year option period, subject to a review of transaction volumes.

Mr. Nardacci moved to approve the award of Service Contract for Automated Teller Machine (ATM) Contract # 1155-ATM to Broadview Federal Credit Union, 4 Winners Circle, Albany, New York 12205 at the following two locations: One (1) Pre TSA Checkpoint in airport terminal; and One (1) Post TSA Checkpoint with a Contract Amount (estimated) of \$7,000.00/machine/year, with a three (3) year term with one (1) 3-year option period, subject to a review of transaction volumes. The motion was adopted unanimously.

**10.6 Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405**

Mr. Zonsius recommended authorization to award Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405. He advised the Authority solicited the audit services of qualified firms of certified public accountants to audit its financial statements and OPEB trust for the year ending December 31, 2023, with the option to audit the financial statements for each of the four (4) subsequent fiscal years. A Request for Proposals for Professional Audit Services was issued on May 9, 2023 and a Pre-Proposal Meeting was held on June 1, 2023. The Authority received four (4) proposals on June 9 of which two (2) were selected for interviews on August 2, 2023. An evaluation committee reviewed all four (4) proposals subsequent to the interviews and recommended MMB+Co. for approval to the Audit Committee. The Audit Committee concurred with Staff's recommendation at an Audit Committee meeting this morning at 9:45 a.m.

Ms. O'Connor moved to approve the award for Service Contract: Professional Auditing Services Contract No. 23-1147-AUD award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405 to audit financial statements and OPEB trust for the year ending December 31, 2023, with the option to audit the financial statements for each of the four (4) subsequent fiscal years subsequent to the recommendation of MMB+Co. for approval by the Audit Committee where the Audit Committee concurred with Staff's





recommendation at an Audit Committee meeting this morning at 9:45 a.m. The motion was adopted unanimously.

**11. Authorization of Change Orders - None**

**12. Authorization of Federal and State Grants**

**12.1 Authorization to Accept Federal and State Funding Grants Runway 10-28 Multi-Year Project (2022 Funding Portion, Year 1 of 2)**

Mr. Haskin recommended authorization for this clerical resolution to delineate the Runway 10-28 Rehab Multi-Year project grant funding acceptance between the two years of funding. Previous approved board item (July 2022, Agenda Item No. 12.1) combined the multi-year rehabilitation project into one sum of total grand funding over the life of the project. This resolution will be for the acceptance of federal and state funding for the 2022 allocation. A future resolution for the final acceptance of federal and state funding for the 2023 allocation will be presented.

Ms. O'Connor moved to approve the clerical resolution to delineate the Runway 10-28 Rehab Multi-Year project grant funding acceptance between the two years of funding. This resolution will be for the acceptance of federal and state funding for the 2022 allocation. A future resolution for the final acceptance of federal and state funding for the 2023 allocation will be presented. The motion was adopted unanimously.

**13. Informational Only**

**Old Business:**

**New Business:**

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

**Chair Fresina made a motion to go into executive session at the beginning of the meeting to discuss:**

**ES-1 Employment History**

There being no further business, the meeting was adjourning at 11:45 a.m.



**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**August 7, 2023**

**General:**

- 3. Chairman's Remarks**
- 4. Approval of Minutes:**  
**Regular Meeting – July 10, 2023**  
**Special Meeting – July 17, 2023**
- 4. Communications and Report of Chief Executive Officer**

**Reports:**

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

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 (Construction Inspection) Professional Services Contract: Contract No. S-1153-I Construction Inspection Services for the Pre-TSA Terminal Expansion with Creighton Manning Engineering.**
  - 10.2 Negotiations – Construction Inspection - Authorization to Negotiate Construction Inspection Services for Contract 23-1146 for Airport Access Gates and Operators and Power Controls to C&S Companies**
  - 10.3 Unfi Operating Permit with Delta Airlines to Provide Aircraft Cleaning and**



**Ground Handling Services**

- 10.4 Contract No. 1151-GC Exterior Painting of Hangar 1 – Building 112 with Quality Painters & Decorators, Inc.**
- 10.5 Contract No. 1155-ATM for Automatic Teller Machines with Broadview Federal Credit Union**
- 10.6 Service Contract: Professional Auditing Services Contract No. 23-1147-AUD  
award to: MMB + CO, 11 British American Blvd, Latham, NY 12110-1405**
  
- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants**
  - 12.1 Authorization to Accept Federal and State Funding Grants  
Runway 10-28 Multi-Year Project (2022 Funding Portion, Year 1 of 2)**
- 13. Informational Only**

**Old Business:**

**New Business:**

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

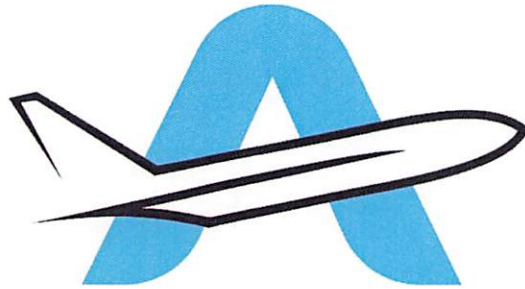
## **AGENDA ITEM NO. 3**

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



## **AGENDA ITEM NO. 4**

### **Financials**



# **ALBANY**

INTERNATIONAL AIRPORT

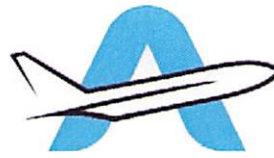
**Monthly Financial Report**

**August 2023**

(dated September 22, 2023)

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September 22, 2023

ACAA Members  
Philip F. Calderone, Esq.

**INTRODUCTION**

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

	2023 Current Year versus			
	2023 Month Budget	2022 Month Actual	2022 YTD	2022 Prev. 12 Mo.
Enplanements	( 19.4%)	4.8%	4.6%	4.7%
Cargo	18.6	21.8	0.1	(1.0)
Operations	19.1	(1.5 )	0.4	1.1

	Month	
	Aug22	Aug23
Destination Airports	20	20
Scheduled Monthly Flight	1,372	1,333
Average Daily Flights	44.3	43.0
Pax Lift (Pax Seats)	152,326	155,747
Enplanements	132,892	139,302

**FINANCIAL INFORMATION**

Cash Position – Unrestricted (Operating)

The Airport continues to maintain a strong cash position. The Statements of Net Position provided on Page 4 reports unrestricted cash of \$36,834,575 and equates to approximately 11.80 months of operating reserves (Notes to Financial Statements #2, Page 8).

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 6,286,596
Projects – PFC	10,047,925
Projects – Other	1,390,203
	\$17,724,724

Accounts Receivable

The Accounts Receivable balance is approximately 0.68 of average day total operating revenues.

Equity – YTD Earnings

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

	Month	YTD
Airport Operating	\$ 1,767,524	\$ 11,410,860
FBO Profit	150,439	2,014,344
	1,917,963	13,425,204
Other Rev/Exp (d.ser.)	363,043	2,438,386
Capital Contributions	2,052,443	6,800,101
Airline Incnt. Payts.	( )	( 204,641)
	2,415,486	9,033,846
	\$ 4,333,449	\$ 22,459,050*

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

Operating Revenues

Monthly operating revenues increased approximately \$263K from the same month the prior year. YTD operating revenues increased approximately \$2,888K over the same time period the prior year.

Airport Operating Expenses

Monthly operating expenses were approximately \$2,637K and \$2,638K for 2023 and 2022, respectively. YTD operating expenses were \$21,044K and \$20,159K for 2023 and 2022, respectively.



**AIRPORT OPERATING BUDGET**

Monthly airport operating revenues were favorable to budget by approximately **\$923K**, due in large part to the increases in Landing Fees and Rental Car revenue. Monthly airport operating expenses compared to budget were favorable by approximately **\$306K**.

YTD airport operating revenues were favorable to budget by approximately **\$4,602K**. YTD airport operating expense were favorable by approximately **\$2,502K**.

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

**MILLION AIR FBO OPERATIONS**

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

	2023 Current Year versus			
	2023 Budget	2022 Month	2022 YTD	2022 Prev. 12 Mo.
JetA (gals)	38.5%	25.1%	2.9%	( 4.3%)
AvGas (gals)	65.3	(5.0 )	11.5	22.9

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

The FBO had operating profits of approximately **\$150K** and **\$2,014K**, for the month and year-to-date, respectively, both favorable as compared to the budget.

Monthly FBO operating revenues were favorable to budget by approximately **\$241K**. Monthly FBO COGS (cost of goods sold-fuel) compared to budget were unfavorable by approximately **\$151K**. Monthly FBO operating expenses compared to budget were favorable by approximately **\$42K**.

YTD FBO operating revenues were favorable to budget by approximately **\$1,135K**, due in large part to Deicing Services. YTD FBO COGS (cost of goods sold-fuel) compared to budget were favorable by approximately **\$142K**. YTD FBO operating expenses compared to budget were favorable by approximately **\$192K**.

**PASSENGER AIRLINE SCHEDULES**

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

	Begin	+	-	End
May21 (week #21-21)	192	74	( 3)	263
Jun21 (week #21-25)	263	21	(44)	240
Jul21 (week #21-29)	240	14	( 5)	249
Aug21 (week #21-34)	249	24	( 2)	271
Sep21 (week #21-38)	271	13	(18)	266
Oct21 (week #21-42)	266	19	(18)	267
Nov21 (week#21-46)	267	22	(34)	255
Dec21 (week#21-50)	255	7	(19)	243
Jan22 (week#22-04)	243	27	(27)	243
Feb22 (week#22-08)	243	11	( 6)	248
Mar22 (week#22-13)	248	28	(11)	265
Apr22 (week#22-17)	265	48	( 5)	308
May22 (week#22-21)	308	9	(25)	292
Jun22 (week#22-26)	288	22	(14)	300
Jul22 (week#22-31)	300	27	( 6)	321
Aug22 (week#22-35)	321	7	(18)	310
Sep22 (week#22-39)	310	-	(40)	270
Oct22 (week#22-44)	270	13	( 6)	277
Nov22 (week#22-48)	277	4	(38)	243
Dec22 (week#22-52)	243	26	( 4)	265
Jan23 (week#23-04)	265	19	(15)	269
Feb23 (week#2308)	269	36	( 3)	302
Mar23 (week#2312)	302	8	(13)	297
Apr23 (week#2316)	297	12	( 9)	300
May23 (week#2321)	300	6	(16)	290
Jun23 (week#2325)	290	16	(28)	278
Jul23 (week#2330)	278	28	-	306
Aug23 (week#2334)	306	2	( 9)	299
Sep23 (week#2338)	299	12	(25)	286
Oct23 (wwek2343)	286	25	(14)	297

**PROJECTIONS**

2022 and 2023 enplanement projections are as follows:

	2023	2024
Jan 2023	1,400,000	1,450,000
Feb2023	1,400,000	1,450,000
Mar 2023	1,400,000	1,450,000
Apr 2023	1,375,000	1,450,000
May2023	1,350,000	1,450,000
Jun 2023	1,340,000	1,400,000
Jul 2023	1,340,000	1,400,000
Aug 2023	1,330,000	1,400,000
Sep 2023	-	-
Oct 2023	-	-
Nov 2023	-	-
Dec2023	-	-

**BOND RATINGS**

Apr21	Moody's	A3	Stable
Jul22	Moody's	A2	Stable
Mar20	S&P Global Ratings	A-	Negative
Apr21	S&P Global Ratings	A-	Stable
Aug22	S&P Global Ratings	A	Stable

Fitch Not Rated

**FULL TIME FILLED POSITIONS**

Workforce consists of the following Full-Time Filled positions:

	<u>Begin</u>	<u>+</u>	<u>-</u>	<u>End</u>
Mar 2022	173	2	(5)	170
Apr 2022	170	3	(2)	171
May 2022	171	7	(3)	175
Jun 2022	175	4	(2)	177
Jul 2022	173	-	(3)*	174
Aug 2022	174	8	(1)	181
Sep 2022	181	5	(3)	183
Oct 2022	187 <sup>(1)</sup>	6	(10)	184
Thru Week 50	184	-	(3)	181
Thru Week 23-02	181	-	(2)	179
Thru Week 23-06	179	-	-	181
Thru Week 23-10	181	4	(1)	184
Thru Week 23-18	184	13	11	186
Thru Week 23-22	186	5	3	188
Thru Week 23-33	188	2	5	185
Thru Week 23-36	185	5	5	185

(1) 4 position adjustment

\*adjustment

**COMPARISON WITH NATIONAL**

Comparison of enplanement and cargo levels with the North American (NAM) amounts as provided by ACI-NA are as follows:

**Enplanements**

	<u>Month YOY%</u>		<u>YTD YOY%</u>		<u>12YE YOY%</u>	
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun21	*	*	27.6	0.6	(36.0)	(53.3)
Jul21	*	*	44.7	23.1	(22.3)	(39.9)
Aug21	*	*	55.2	43.1	(7.5)	(22.3)
Sep21	*	*	61.2	56.7	6.8	(4.6)
Oct21	*	*	66.2	69.5	25.2	20.6
Nov21	*	*	71.4	79.8	46.9	49.8
Dec21	*	*	75.1	87.7	75.1	87.7
Jan22	90.6	188.4	90.6	188.4	104.6	137.3
Feb22	104.2	168.6	95.5	177.6	142.3	208.4
Mar22	65.5	117.1	81.9	149.3	148.5	237.6
Apr22	46.8	70.7	69.8	119.0	122.9	196.6
May22	31.8	38.4	59.9	93.6	101.2	161.5
Jun22	18.1	21.7	49.6	43.3	82.2	136.7
Jul22	7.8	15.1	40.3	61.0	65.5	107.1
Aug22	12.4	15.1	35.6	51.7	54.5	83.7
Sep22	18.5	10.6	33.4	31.4	47.4	21.8
Oct22	13.8	4.9	30.9	39.8	40.0	53.1
Nov22	8.4	3.3	28.5	35.7	32.8	41.6
Dec22	5.8	(0.4)	26.2	32.2	26.2	32.2
Jan23	26.8		26.8		23.8	
Feb23	17.5	15.7	22.6	18.4	20.6	18.9
Mar23	9.7	0.6	17.5	13.6	17.0	17.0
Apr23	7.1	(2.7)	14.4	8.7	14.1	12.1
May23	7.1	2.2	12.7	7.2	12.2	9.5
Jun23	7.7	(1.2)	11.8	5.6	11.4	7.2

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

**Month YOY%**      **YTD YOY%**      **12YE YOY%**  
NAM ALB      NAM ALB      NAM ALB

	<u>Cargo (tons)</u>		<u>YTD YOY%</u>		<u>12YE YOY%</u>	
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Mar21	16.2	24.9	12.6	16.2	10.1	10.1
Apr21*	16.2	34.7	13.5	21.0	11.1	12.4
May21	5.2	12.3	11.7	19.0	11.5	13.2
Jun21	2.3	2.6	9.7	15.9	10.5	12.4
Jul21	(0.8)	1.9	8.2	13.6	9.5	11.2
Aug21	4.4	(1.3)	7.5	11.6	9.4	10.9
Sep21	3.8	(6.6)	7.1	9.3	8.4	8.5
Oct21	(0.5)	(10.6)	6.4	7.0	7.6	6.6
Nov21	4.1	0.7	6.6	6.5	7.5	6.2
Dec21	0.4	(2.1)	5.8	5.5	5.8	5.5
Jan22	(7.3)	(14.3)	(7.3)	(14.3)	4.1	3.3
Feb22	3.3	(0.3)	(2.5)	(8.0)	4.0	2.6
Mar22	(0.8)	(8.5)	(1.8)	(8.2)	2.6	0.1
Apr22	(6.7)	(24.2)	(3.3)	(12.8)	0.5	(4.6)
May22	(6.3)	(18.7)	(3.9)	(14.1)	(0.4)	(7.1)
Jun22	(3.1)	(6.8)	(3.7)	(14.6)	(0.8)	(7.8)
Jul22	(5.5)	(14.5)	(4.0)	(13.0)	(1.3)	(9.1)
Aug22	(1.1)	(0.1)	(3.7)	(11.5)	(1.7)	(9.0)
Sep22	(2.5)	(2.3)	(3.5)	(11.7)	(2.3)	(9.5)
Oct22	(5.7)	(5.6)	(3.9)	(10.0)	(2.8)	(8.3)
Nov22	(3.4)	(0.8)	(3.8)	(9.2)	(3.4)	(8.4)
Dec22	(9.2)	(3.0)	(4.2)	(8.5)	(4.2)	(8.5)
Jan23	(7.7)	(7.7)	(7.7)	(7.7)	(4.2)	(8.0)
Feb23	(6.7)	(10.3)	(7.5)	(9.4)	(5.0)	(9.4)
Mar23	(8.5)	(2.0)	(7.9)	(6.2)	(5.8)	(8.1)
Apr23	(11.0)	(2.4)	(8.7)	(5.2)	(6.0)	(6.1)
May23	(2.5)	4.6	(7.5)	(3.2)	(5.7)	(4.1)
Jun23	(6.6)	(1.5)	(7.3)	(2.9)	(6.0)	(3.7)

\* adjusted

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

	<u>Unaudited</u> <u>August 31, 2022</u>	<u>Unaudited</u> <u>August 31, 2023</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and cash equivalents	\$8,863,564	\$15,742,951
Development Fund	17,099,244	21,091,624
Accounts Receivable - net	1,153,360	109,311
Lease Receivable	2,683,477	2,567,186
Prepaid Expenses	361,936	1,158,520
<u>Total Unrestricted Assets</u>	<u>30,161,581</u>	<u>40,669,592</u>
Restricted Assets		
Operating and Renewal Reserves	7,301,648	8,327,780
CFC Funds	450,666	462,081
Capital Funds	7,367,543	6,286,596
PFC Funds	9,536,524	10,047,925
Revenue Bond Funds	12,641,491	12,965,239
FAA Restricted Funds	204,347	209,523
Concession Improvement Funds	700,847	718,599
<u>Total Restricted Assets</u>	<u>38,203,066</u>	<u>39,017,743</u>
<u>Total Current Assets</u>	<u>68,364,647</u>	<u>79,687,335</u>
<b>NON-CURRENT ASSETS</b>		
Capital Assets	279,340,604	280,037,612
Lease Receivable	20,212,167	18,404,031
Prepaid Expenses	209,668	194,232
<u>Total Non-Current Assets</u>	<u>299,762,439</u>	<u>298,635,875</u>
<u>Total Assets</u>	<u>368,127,086</u>	<u>378,323,210</u>
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	1,344,959	959,399
OPEB Expenses	391,588	1,025,989
Pension Expenses	1,136,675	1,048,107
<u>Total Deferred Outflows of Resources</u>	<u>2,873,222</u>	<u>3,033,495</u>
<u>TOTAL ASSETS AND DEFERRED OUTFLOWS</u>	<u>371,000,308</u>	<u>381,356,705</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	2,848,929	3,292,602
Payable from Restricted Assets	13,618,920	14,268,123
<u>Total Current Liabilities</u>	<u>16,467,849</u>	<u>17,560,725</u>
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	68,233,168	59,817,198
Net OPEB Liability	5,808,537	6,173,530
Net Pension Liability - proportionate share	201,939	(135,548)
<u>Total Non-Current Liabilities</u>	<u>74,243,644</u>	<u>65,855,180</u>
<u>Total Liabilities</u>	<u>90,711,493</u>	<u>83,415,905</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	760,205	868,876
OPEB Expenses	1,156,601	1,275,576
Pension Expenses	1,093,887	1,246,137
Leases	22,400,114	20,221,742
<u>Total Deferred Inflows of Resources</u>	<u>25,410,807</u>	<u>23,612,331</u>
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	210,152,727	216,961,372
Restricted	26,182,967	28,249,463
Unrestricted	18,542,314	29,117,634
<u>Net Position</u>	<u>254,878,008</u>	<u>274,328,469</u>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		
	<u>\$ 371,000,308</u>	<u>\$ 381,356,705</u>



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

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>AIRPORT OPERATING REVENUES</b>						
Airline	\$ 953,595	\$ 1,135,401	\$ 1,313,199	\$ 7,628,763	\$ 8,727,200	\$ 10,376,542
Non-Airline	2,527,970	3,006,545	3,091,533	20,223,756	20,840,143	22,078,452
<b>Total Revenues</b>	<b>3,481,565</b>	<b>4,141,946</b>	<b>4,404,732</b>	<b>27,852,519</b>	<b>29,567,343</b>	<b>32,454,994</b>
<b>AIRPORT OPERATING EXPENSES</b>						
Personal Services	962,888	779,037	906,466	7,703,104	6,616,255	7,000,659
Employee Benefits	493,446	393,187	433,199	3,947,564	3,277,496	3,558,444
Utilities & Communications	201,463	321,507	133,991	1,611,702	1,846,672	1,805,808
Purchased Services	550,841	373,988	474,442	4,406,727	3,430,027	3,887,993
Material & Supplies	499,112	538,370	460,740	3,992,894	3,715,407	3,217,049
Office	89,557	31,959	98,335	716,452	417,321	503,470
Administration	82,372	79,100	119,116	658,977	624,988	772,154
Non-Capital Equipment	63,625	121,083	10,919	509,000	231,061	298,557
<b>Total Expenses</b>	<b>2,943,304</b>	<b>2,638,231</b>	<b>2,637,208</b>	<b>23,546,420</b>	<b>20,159,227</b>	<b>21,044,134</b>
<b>AIRPORT OPERATING RESULTS</b>	<b>538,261</b>	<b>1,503,715</b>	<b>1,767,524</b>	<b>4,306,099</b>	<b>9,408,116</b>	<b>11,410,860</b>
<b>FBO OPERATING RESULTS</b>	<b>103,663</b>	<b>237,213</b>	<b>150,439</b>	<b>829,302</b>	<b>1,926,686</b>	<b>2,014,344</b>
<b>TOTAL OPERATING RESULTS</b>	<b>641,924</b>	<b>1,740,928</b>	<b>1,917,963</b>	<b>5,135,401</b>	<b>11,334,802</b>	<b>13,425,204</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Earnings	117,119	47,594	172,436	936,954	119,363	1,093,207
Passenger Facility Charges	374,992	303,367	303,456	2,999,934	2,426,936	2,427,648
ACAA Debt Service	(835,222)	(835,018)	(835,222)	(6,681,763)	(6,680,144)	(6,681,776)
Grant Income	435,871	11,400	691,673	3,486,971	91,960	5,018,707
Insurance Recoveries	-	-	-	-	-	335,000
Improvement Charges	-	30,700	30,700	-	245,600	245,600
<b>Total Other Revenues(Expenses)</b>	<b>92,760</b>	<b>(441,957)</b>	<b>363,043</b>	<b>742,096</b>	<b>(3,796,285)</b>	<b>2,438,386</b>
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>734,684</b>	<b>1,298,971</b>	<b>2,281,006</b>	<b>5,877,497</b>	<b>7,538,517</b>	<b>15,863,590</b>
<b>AIRLINE INCENTIVES</b>	<b>(33,333)</b>	<b>(31,738)</b>	<b>-</b>	<b>(266,666)</b>	<b>(163,291)</b>	<b>(204,641)</b>
<b>CAPITAL CONTRIBUTIONS</b>	<b>-</b>	<b>186,336</b>	<b>2,052,443</b>	<b>-</b>	<b>321,155</b>	<b>6,800,101</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>\$ 701,351</b>	<b>\$ 1,453,569</b>	<b>\$ 4,333,449</b>	<b>\$ 5,610,831</b>	<b>7,696,381</b>	<b>22,459,050</b>
<b>NET POSITION, BEGINNING OF PERIOD</b>					<b>247,181,627</b>	<b>251,869,419</b>
<b>NET POSITION, END OF PERIOD</b>					<b>\$ 254,878,008</b>	<b>\$ 274,328,469</b>
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>						
<b>NET RESULTS BEFORE RESERVES</b>	734,684	1,298,971	2,281,006	5,877,497	7,538,517	15,863,590
Less: Capital Improvements	(287,072)	(275,000)	(287,072)	(2,296,572)	(2,200,000)	(2,296,572)
Less: Reserve Requirements	(71,443)	(43,789)	(71,443)	(571,542)	(350,312)	(571,542)
<b>NET RESULTS</b>	<b>376,170</b>	<b>980,182</b>	<b>1,922,492</b>	<b>3,009,383</b>	<b>4,988,205</b>	<b>12,995,476</b>
Revenue Sharing:						
Transfer to/from Airlines (50%)	188,085	490,091	961,246	1,504,692	2,494,103	6,497,738
Authority Share (50%)	188,085	490,091	961,246	1,504,692	2,494,103	6,497,738
Less: Airline Incentives	(33,333)	(31,738)	-	(266,666)	(163,291)	(204,641)
<b>Net Authority Share</b>	<b>\$ 154,752</b>	<b>\$ 458,353</b>	<b>\$ 961,246</b>	<b>\$ 1,238,026</b>	<b>\$ 2,330,812</b>	<b>\$ 6,293,097</b>

**Albany County Airport Authority**  
**Operating Revenues**  
**For the eight months ended August 31, 2023**

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>AIRLINE REVENUES</b>						
<b>COMMERCIAL</b>						
Landing Fees-Signatory	\$ 467,201	\$ 492,827	\$ 569,441	\$ 3,737,609	\$ 3,437,723	\$ 4,217,246
Landing Fees-Non Signatory	5,230	0	0	41,840	0	0
Airline Apron Fees	72,926	65,412	69,361	583,409	523,298	554,885
Glycol Disposal Fee	25,120	0	0	200,957	172,817	232,118
<b>CARGO</b>						
Landing Fees-Signatory	0	55,268	19,036	0	386,173	407,384
Landing Fees-Non Signatory	0	0	43,160	0	25,405	65,655
<b>TERMINAL</b>						
Loading Bridges	59,389	48,040	59,389	475,116	384,319	475,116
Space Rental	322,979	473,853	552,108	2,583,832	3,790,824	4,416,868
Non-Signatory Per Turn Fee	750	0	703	6,000	6,640	7,270
<b>TOTAL AIRLINE REVENUES</b>	<b>953,595</b>	<b>1,135,401</b>	<b>1,313,199</b>	<b>7,628,763</b>	<b>8,727,200</b>	<b>10,376,542</b>
<b>NON-AIRLINE REVENUES</b>						
<b>AIRFIELD</b>						
Tenant Maintenance	2,500	5,912	1,200	20,000	53,902	26,760
<b>Total Airfield</b>	<b>2,500</b>	<b>5,912</b>	<b>1,200</b>	<b>20,000</b>	<b>53,902</b>	<b>26,760</b>
<b>TERMINAL</b>						
Utility Reimbursement	2,000	2,921	2,789	16,000	22,041	24,297
Tenant Maintenance	1,713	0	0	13,706	0	4,150
Space Rent - Non Airline	73,160	69,634	18,851	585,278	557,437	151,417
Space Rent - Fixed Non Airline	0	0	47,130	0	0	377,036
Food & Beverage	83,125	119,711	127,295	665,000	777,321	873,862
Retail	73,625	89,093	100,450	589,000	593,458	693,547
Advertising	9,050	14,000	0	72,400	68,397	0
ATM	1,650	1,753	1,708	13,200	10,991	13,900
Operating Permits	18,300	50,594	26,339	146,400	222,062	231,636
Vending Machines	2,328	1,938	1,618	18,620	15,701	13,185
Baggage Cart Rentals	1,306	1,742	2,207	10,450	10,566	10,668
<b>Total Terminal</b>	<b>266,257</b>	<b>351,387</b>	<b>328,385</b>	<b>2,130,054</b>	<b>2,277,974</b>	<b>2,393,698</b>
<b>GROUND TRANSPORTATION</b>						
Parking	1,329,295	1,272,073	1,366,395	10,634,359	10,723,591	11,603,561
Rental Cars	427,500	900,652	914,171	3,420,000	4,013,805	4,163,348
Access Fees	17,136	2,671	8,894	137,086	99,633	121,765
TNCs	20,188	30,311	35,701	161,500	169,346	228,960
Garage Space Rent	8,376	8,445	6,911	67,010	67,562	55,289
Garage Kiosk Rent	0	0	1,800	0	0	14,400
<b>Total Ground Transportation</b>	<b>1,802,494</b>	<b>2,214,152</b>	<b>2,333,872</b>	<b>14,419,955</b>	<b>15,073,938</b>	<b>16,187,322</b>
<b>OTHER AIRPORT</b>						
Telephone System - Tenants	3,496	4,448	4,264	27,964	35,771	35,034
Building Rental	11,686	16,685	6,475	93,490	91,374	77,630
Control Tower Rental	67,983	55,481	67,595	543,868	443,850	516,762
Air Cargo Facility	43,750	38,320	42,828	350,000	321,969	344,312
State Executive Hangar	103,924	103,924	103,924	831,389	831,389	831,389
T Hangars	10,937	21,153	15,912	87,499	99,776	107,482
Tie Downs	241	248	132	1,928	1,986	1,777
AV Gas Fuel Sales	0	0	0	0	140	0
Industrial Park	44,617	47,903	50,315	356,933	385,971	374,058
Land Rental	36,640	48,504	37,844	293,121	385,615	328,821
Eclipse Hangar	25,141	25,141	26,157	201,130	201,130	209,256
Hangar Rental	82,332	46,812	48,633	658,655	372,346	392,099
Antenna Space Rental	0	0	6,827	0	0	54,615
Internet and Cable Access	775	275	55	6,200	3,700	3,040
Fingerprinting	2,083	2,332	4,236	16,667	24,211	23,842
Tenant Maintenance	167	0	0	1,333	0	574
Purchasing Proposals	0	0	150	0	0	150
Ebay/Scrap/Equipment Sales	417	906	942	3,333	9,488	1,879
Utility Reimbursement	13,750	10,699	7,541	110,000	131,544	126,733
Reimb of Property Taxes	2,113	0	0	16,905	14,339	26,819
Other	6,667	12,262	4,247	53,333	79,730	14,401
<b>Total Other Airport</b>	<b>456,718</b>	<b>435,093</b>	<b>428,076</b>	<b>3,653,748</b>	<b>3,434,329</b>	<b>3,470,672</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>2,527,970</b>	<b>3,006,545</b>	<b>3,091,533</b>	<b>20,223,756</b>	<b>20,840,143</b>	<b>22,078,452</b>
<b>TOTAL REVENUES</b>	<b>\$ 3,481,565</b>	<b>\$ 4,141,946</b>	<b>\$ 4,404,732</b>	<b>\$ 27,852,519</b>	<b>\$ 29,567,342</b>	<b>\$ 32,454,994</b>

August 2023 Monthly Financial Report



Albany County Airport Authority  
FBO Results  
For the eight months ended August 31, 2023

	Current Month			Year to Date		
	2023 Budget	2022 Actual	2023 Actual	2023 Budget	2022 Actual	2023 Actual
<b>REVENUES</b>						
Retail Fuel						
Jet A Fuel Sales	\$ 505,000	\$ 746,252	\$ 820,101	\$ 4,040,000	\$ 4,831,186	\$ 4,268,604
AvGas Fuel Sales	21,233	48,937	47,823	169,867	290,492	291,836
Commercial AvGas Fuel Sales	1,750	872	1,429	14,000	11,414	12,024
Auto & Diesel Fuel Sales	19,583	13,508	13,083	156,667	175,649	163,022
Retail Fuel Sales	547,567	809,570	882,436	4,380,533	5,308,742	4,735,486
Into Plane Fees	45,000	66,470	63,720	360,000	484,195	497,995
Fuel Farm Fees	57,625	83,720	79,393	461,000	589,076	578,074
General Aviation Landing Fees	25,000	36,469	48,496	200,000	212,119	270,944
Aircraft Parking Fees	42,298	62,623	84,375	338,381	358,707	414,155
Deicing Services	180,254	0	0	1,442,033	1,053,702	1,887,685
FBO Properties	44,913	(4,953)	24,943	359,304	240,564	234,705
FBO Services	8,750	9,854	8,618	70,000	68,409	127,000
<b>TOTAL REVENUES</b>	<b>951,406</b>	<b>1,063,754</b>	<b>1,191,980</b>	<b>7,611,252</b>	<b>8,315,514</b>	<b>8,746,044</b>
<b>COST OF SALES</b>						
Fuel Costs - Jet A	274,167	427,488	574,391	2,193,333	2,593,504	2,329,986
Fuel Discounts - Jet A	33,333	19,221	19,194	266,667	153,420	116,565
Fuel Costs - SAF	0	0	0	0	0	0
Fuel Costs - AvGas	15,102	44,533	33,908	120,813	223,473	224,512
Fuel Discounts - AvGas	370	1,208	1,053	2,956	6,078	7,563
Fuel Costs - Commercial AvGas	1,250	796	1,228	10,000	9,202	10,065
Fuel Costs - Auto & Diesel	10,000	11,504	10,211	80,000	145,653	128,417
Total Fuel Costs	334,221	504,750	639,984	2,673,770	3,131,329	2,817,109
Deicing Costs - Type I & IV	153,998	0	0	1,231,985	691,288	1,211,712
Customs Garbage, Oil & Other	375	1,474	0	3,000	1,474	21,849
Total Cost of Sales	488,594	506,223	639,984	3,908,755	3,824,091	4,050,670
Net Operating	462,812	557,530	551,996	3,702,497	4,491,423	4,695,375
<b>CATEGORY</b>						
Personal Services						
Salaries	151,014	122,459	124,103	1,208,116	924,586	1,066,222
Overtime	17,116	12,329	13,398	136,930	105,966	171,048
Total Personal Services	168,131	134,788	137,501	1,345,046	1,030,552	1,237,271
Employee Benefits	59,282	33,909	58,017	474,257	303,648	354,135
Utilities & Communications	6,782	8,286	14,024	54,258	79,889	85,383
Purchased Services	51,764	28,877	58,802	414,112	326,004	319,207
Materials & Supplies						
Buildings	9,384	17,382	11,263	75,071	223,534	84,339
Grounds	3,167	2,081	2,074	25,333	5,293	8,796
Vehicles	39,058	50,052	80,320	312,461	299,620	331,259
Total Materials & Supplies	51,608	69,516	93,657	412,865	528,447	424,394
Administrative Expenses	13,497	44,942	39,556	107,979	273,611	244,390
Non-Capital Equipment	8,085	0	0	64,679	22,586	16,250
<b>TOTAL EXPENSES</b>	<b>359,149</b>	<b>320,317</b>	<b>401,557</b>	<b>2,873,195</b>	<b>2,564,737</b>	<b>2,681,031</b>
<b>FBO Net Direct Cost</b>	<b>\$ 103,663</b>	<b>\$ 237,213</b>	<b>\$ 150,439</b>	<b>\$ 829,302</b>	<b>\$ 1,926,686</b>	<b>\$ 2,014,344</b>

**Notes to Financial Statements**

**1. Accounting Basis**

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

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

**2. Cash Reserves**

2023 Operating Budget - Airport	\$35,719,629
2023 Operating Budget – FBO	<u>10,172,924</u>
	\$45,892,553

Monthly Operating Outflow	(\$45,892,553/12)
	\$3,824,379

Months Operating Reserves Unrestricted	
\$36,834,575/\$3,824,379	~ 9.63 months

Months Operating and Renewal Reserves	
\$8,327,780/\$3,824,379	~ 2.17 months

	Unrest.	Restr	Total
Jan21	5.30	2.0	7.30
Mar21	5.26	2.0	7.26
Apr21	4.63	2.1	6.73
May21	5.23	2.1	7.33
Jun21	5.50	2.1	7.71
Jul21	5.98	2.1	8.08
Aug21	5.99	2.1	8.09
Sep21	6.22	2.1	8.32
Oct21	6.11	2.1	8.21
Nov21	6.19	2.1	8.29
Dec21	6.09	2.1	8.19
Jan22	6.51	2.0	8.51
Feb	6.51	2.0	8.51
Mar	6.72	2.0	8.72
Apr	6.88	2.0	8.88
May	6.95	2.0	8.95
Jun	6.93	2.0	8.93
Jul	7.26	2.0	9.26
Aug	7.65	2.0	9.65
Sep	8.03	2.0	10.03
Oct	8.26	2.0	10.26
Nov	8.23	2.0	10.23
Dec	7.94	2.0	9.94
Jan23	6.85	2.1	8.95
Feb23	7.19	2.1	9.29
Mar23	7.49	2.1	9.59
Apr23	7.36	2.16	9.52
May23	8.03	2.16	10.19
Jun23	8.44	2.16	10.60
Jul23	8.92	2.17	11.09
Aug23	9.63	2.17	11.80

**3. Accounts Receivable**

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

$\$58,287,414 / 365 = \$159,691$   
 $\$109,311 / \$159,691 = 0.68$

Jan22	14.98
May	17.96
Jun	4.60
Jul	7.26
Aug	8.34
Sep	2.86
Oct	6.40
Nov	8.23
Dec	3.23
Jan23	6.96
Feb	4.99
Mar	2.71
Apr	6.65
May	10.59
Jun	16.06
Jul	1.02
Aug	0.68

**4. Capital Assets**

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

	Collected
Land	\$ 48,201,829
Buildings	247,884,827
Equipment	20,162,269
Improvements	<u>281,299,716</u>
	597,548,641
Accumulated Depreciation	<u>(339,687,644)</u>
	257,860,997
Construction In Progress	<u>22,176,616</u>
	<u>\$280,037,612</u>

Terminal Connector Project YTD \$7,793,204

**5. FAA AIP Funding**

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

	Awarded	Collected
AIP141-M.Plan	\$ 751,154	\$ 537,340
AIP143-CARES	15,277,876	15,277,876 C
AIP144-CHRSSA <sup>3</sup>	5,093,917	4,926,367
AIP145-CHRSSA <sup>2</sup>	320,510	320,510 C
AIP146-Taxi A	6,256,890	6,256,890
AIP147-Snow Equi	1,537,634	954,635
AIP148-ARPA	12,113,224	-
AIP149-Con Relief	1,282,039	1,282,039
AIP150- Taxi C	7,144,824	5,427,142
Jobs Act of 21 <sup>1</sup>	28,551,945	-

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

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

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

**Albany International Airport  
Statistics  
For the eight month period ending August 31, 2023**

	Current Month			Year to Date			12 Month Running	
	Budget	2022	2023	Budget	2022	2023	2022	2023
<b>Total Enplanements</b>	116,667	132,892	139,302	933,333	863,835	903,727	1,270,320	1,330,421
	19.4%		4.8%			4.6%		4.7%
<b>Operations</b>								
<b>Passenger</b>	2,187	2,690	2,860	17,494	19,550	19,873	28,928	29,437
<b>Cargo</b>	251	290	222	2,011	2,164	1,844	3,394	3,026
<b>Charter, Corporate &amp; Divers</b>	312	483	466	2,495	2,672	2,976	3,764	4,457
<b>General Aviation</b>	1,250	1,530	1,584	10,000	9,606	9,902	14,349	14,817
<b>Military</b>	292	196	179	2,333	1,814	1,344	2,858	2,122
<b>Total Operations</b>	4,292	5,189	5,111	34,333	35,806	35,939	53,293	53,859
	19.1%		-1.5%			0.4%		1.1%
<b>Landed Weight (000)</b>	111,250	139,611	140,492	890,000	973,363	1,008,777	1,424,299	1,484,875
	26.3%		0.6%			3.6%		4.3%
<b>Cargo/Mail &amp; Express</b>	1,838	1,790	2,180	14,700	13,387	13,399	21,312	21,094
	18.6%		21.8%			0.1%		-1.0%
<b>Jet A Gallons</b>	116,667	129,189	161,565	933,333	855,662	880,479	1,341,889	1,283,839
	38.5%		25.1%			2.9%		-4.3%
<b>AvGas Gallons</b>	4,417	7,681	7,300	35,333	42,564	47,457	59,521	73,142
	65.3%		-5.0%			11.5%		22.9%
<b>Deicing Consortium</b>	6,250	0	0	50,000	38,453	42,745	56,324	62,999
<b>Deicing sprayed/retail</b>	7,092	0	0	56,733	40,792	61,312	58,550	85,306
<b>Parking Revenue</b>	\$ 1,329,295	\$ 1,272,073	\$ 1,366,395	\$ 10,634,359	\$ 10,723,591	\$ 11,603,561	\$ 14,830,866	\$ 16,865,781
Revenue per enplanement	\$ 11.39	\$ 9.57	\$ 9.81	\$ 11.39	\$ 12.41	\$ 12.84	\$ 11.67	\$ 12.68
Transactions		49,038	51,632		350,623	379,572	516,065	559,674
Average transaction		\$ 25.94	\$ 26.46		\$ 30.58	\$ 30.57	\$ 28.74	\$ 30.14
<b>Concession Sales</b>								
Rental Cars		\$ 8,654,595	\$ 9,045,712		\$ 40,001,641	\$ 43,061,826	\$ 58,802,655	\$ 63,233,945
Revenue per enplanement		\$ 65.13	\$ 64.94		\$ 46.31	\$ 47.65	\$ 46.29	\$ 47.53
<b>Food and Beverage</b>		\$ 959,947	\$ 1,049,707		\$ 6,182,919	\$ 7,096,877	\$ 8,580,982	\$ 10,287,425
Revenue per enplanement		\$ 7.22	\$ 7.54		\$ 7.16	\$ 7.85	\$ 6.75	\$ 7.73
<b>Retail</b>		\$ 445,467	\$ 502,248		\$ 2,796,400	\$ 3,281,333	\$ 4,065,701	\$ 4,698,556
Revenue per enplanement		\$ 3.35	\$ 3.61		\$ 3.24	\$ 3.63	\$ 3.20	\$ 3.53

## SCHEDULED AIRLINE PASSENGER SERVICE

	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities <sup>(1)</sup>	Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight (lbs.)	Enplane.	Projected Load Factor
Jan2020	7	17	13	1,391	44.9	141,803	147,829,062	114,119	80.5%
Jan2021	7	15	11	622	20.6	56,129	58,693,922	25,665	45.7
Jan2022	7	18	13	1,066	34.4	111,340	107,337,992	74,020	66.5
Sep22	7	20	14	1,208	40.3	132,256	123,038,424	110,210	83.3
Oct22	7	20	14	1,218	39.4	131,673	122,245,126	119,918	91.1
Nov22	6	21	15	1,145	38.2	120,716	116,088,296	102,991	85.3
Dec22	6	21	15	1,165	37.6	124,744	122,715,142	93,607	75.0
Jan23	6	19	13	1,140	36.8	120,608	116,740,592	93,882	77.8
Feb23	6	20	14	1,141	36.8	120,072	116,999,582	97,311	81.0
Mar23	6	20	14	1,321	42.6	140,331	136,110,262	108,087	77.0
Apr23	6	19	13	1,303	43.4	139,097	132,131,600	110,378	79.3
May23	6	20	13	1,293	41.7	137,445	129,031,742	111,996	81.4
Jun23	6	20	14	1,184	39.2	133,612	122,568,672	111,736	83.6
Jul23	6	20	14	1,298	41.9	149,717	139,876,606	125,462	83.8
Aug23	6	20	14	1,333	43.0	155,747	144,635,616	139,302	89.4
Sep23	6	19	14	1,202	40.0	135,091	126,024,544	120,771	89.4E
Oct23	6	21	16	1,308	42.2	152,125	143,836,306	136,000	89.4E

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

Weekly schedule flight changes are as follows:

	Airlines	Destination	<u>Year-To-Date (net)</u>								
			Week		Week		Week		Week		#44-2022
			#34-2023	+	(-) #43-2023	#04-2023	+	(-) #43-2023	#44-2022		
1	ATL	Atlanta, GA	20	-	-	20	20	2	(2)	20	18
2	BDL	Hartford, CT	-	-	-	-	-	-	-	-	-
3	BWI	Baltimore, MD	32	1	-	33	26	12	(5)	33	17
4	MDW	Chicago-Midway	13	1	-	14	12	2	-	14	13
5	ORD	Chicago-O'Hare	40	-	(1)	39	25	28	(14)	39	32
6	CLT	Charlotte, NC	21	-	-	21	20	3	(2)	21	19
7	DFW	Dallas/FT Worth, TX	-	7	-	7	-	7	-	7	-
8	DEN	Denver, CO	7	-	-	7	-	8	(1)	7	1
9	DTW	Detroit, MI	25	-	-	25	28	4	(7)	25	22
10	FLL	Fort Lauderdale, FL	5	1	-	6	6	7	(7)	6	6
11	RSW	Fort Myers, FL	-	-	-	-	-	-	-	-	-
12	MIA	Miami, FL	-	-	-	-	1	-	(1)	-	1
13	MSP	Minneapolis, MN	-	-	-	-	-	-	-	-	-
14	MYR	Myrtle Beach, SC	2	-	-	2	-	3	(1)	2	2
15	BNA	Nashville, TN	2	-	-	2	3	-	(1)	2	2
16	EWR	Newark, NJ	21	-	-	21	14	13	(6)	21	11
17	LGA	New York, LaGuardia	19	-	(6)	13	24	6	(17)	13	18
18	MCO	Orlando, FL	12	6	-	18	15	13	(10)	18	14
19	SFB	Orlando/Sanford, FL	-	2	-	2	2	6	(6)	2	2
20	PHL	Philadelphia, PA	21	-	(7)	14	20	2	(8)	14	18
21	RDU	Raleigh-Durham, NC	-	-	-	-	-	-	-	-	-
22	PGD	Tampa/Punta Gorda, FL	2	1	-	3	2	6	(5)	3	3
23	TPA	Tampa, FL	1	6	-	7	2	14	(9)	7	1
24	PIE	Tampa/St. Pete, FL	2	-	-	2	2	2	(2)	2	2
25	DCA	Washington DC-Reagan	20	-	-	20	26	7	(13)	20	20
26	IAD	Washington DC-Dulles	21	-	-	21	21	-	-	21	21
			<b>286</b>	<b>25</b>	<b>(14)</b>	<b>297</b>	<b>269</b>	<b>145</b>	<b>(117)</b>	<b>297</b>	<b>243</b>

August 2023 Monthly Financial Report

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

	Budget Full Time	Budget Part Time	Budget Total	Filled Full Time	Vacant Full Time
<b>AvPORTS</b>					
Jan22	165	15	180	132	33
Oct	169	15	184	135	34
Thru Week 22-50	170	15	175	130	40
Thru Week 23-02	175	16	193	129	46
Thru Week 23-06	175	15	190	127	48
Thru Week 23-10	175	15	190	131	44
Thru Week 23-18	174	15	189	134	40
Thru Week 23-22	174	15	189	136	38
Thru Week 23-28	174	15	189	133	41
Thru Week 23-33	174	15	189	134	40
Thru Week 23-36	174	15	189	132	42
<b>FBO</b>					
Jan22	33	-	33	25	8
Oct	35	2	37	28	7
Thru Week 50	35+1	2	36	31	5
Thru Week 23-02	36	2	38	30	7
Thru Week 23-06	36	2	38	34	2
Thru Week 23-10	36	2	38	33	3
Thru Week 23-18	36	2	38	32	4
Thru Week 23-22	36	2	38	32	4
Thru Week 23-33	36	2	38	31	5
Thru Week 23-35	36	2	38	31	5
<b>ACAA</b>					
Jan22	20	3	23	20	-
Oct	20	3	23	20	-
Thru Week 50	20	3	23	20	-
Thru Week 23-02	20	3	23	20	-
Thru Week 23-06	20	3	23	20	-
Thru Week 23-10	20	3	23	20	-
Thru Week 23-18	20	3	23	20	-
Thru Week 23-22	20	3	23	20	-
Thru Week 23-28	20	3	23	20	-
Thru Week 23-28	20	3	23	20	-
Thru Week 23.36	20	3	23	20	-
<b>Total</b>					
Jan22	218	18	236	177	41
Oct	224	20	244	183	41
Thru Week 50	226	20	246	181	45
Thru Week 23-02	231	21	252	179	53
Thru Week 23-06	231	20	251	181	50
Thru Week 23-10	231	20	251	184	47
Thru Week 23-18	230	20	250	186	44
Thru Week 23-22	230	20	250	188	42
Thru Week 23-28	230	20	250	185	45
Thru Week 23-36	230	20	250	183	47



**Week 36 2023**  
**Full Time Positions**

	Budget Full Time	Budget Part Time <sup>(1)</sup>	Budget Total	Filled Full Time	Vacant Full Time	In Process To Fill
10 Airfield (a)	29	2	31	16 (0 LOA)	13	
20 Terminal-Custodial(b)	35	1	36	23 (2 LOA)	12	
20 Terminal-Facilities(b)	10	1	11	9 (1 LOA)	1	
21 Loading Bridge(b)	3	-	3	3 (0 LOA)	-	
30 Parking (b)	21	5	26	14	7	
30 Parking – Shuttle (b)	12	1	13	10 (0 LOA)	2	
32 Landside	-	-	-	-	-	
41 Operations (b)	18	-	18	17 (0 LOA)	1	
42 ARFF (c)	23	-	23	21 (0 LOA)	2	
43 Security	4	5	9	3	1	
50 Vehicle Maint. (a)	12	-	12	10	2	
59 Airport Mgmt.	7	-	7	6	1	
60 FBO Comm.	11	-	11	9	1	
61 FBO GA	21	2	23	18	3	
69 FBO Admin (added)	4	-	4	3	1	
71 ACAA	20	3	23	20	-	
	230	20	250	185	45	

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

	Balance	Hire	Vacated	Balance
Jan22		2	2	
Feb		2	2	
Mar	171	2	5	168
Apr	168	3	2	169
May	169	7	3	173
June	173	4	2	175
July	175	-	2	174
Aug	174	8	1	181
Sep	181	5	3	183
Oct	183	-	2	181
Thru week 50	181	2	2	181
Thru week 23-02	181	-	2	179
Thru week 23-06	179	-	-	181
Thru week 23-10	181	4	1	184
Thru week 23-18	184	13	11	186
Thru week 23-22	186	5	3	188
Thru week 23-33	188	2	5	185
Thru week 23-36	185	5	5	185

- (a) CSEA 12/31/2026
- (b) SMART 10/31/2023
- (c) IAFF 03/31/2023

**RFB/Ps Schedule**

		<b>Bid Notice</b>	<b>Pre Meeting</b>	<b>Bid Opening</b>
21-1082	Structural & Interior for Terminal Expansion	Aug 15	Aug 29	Oct 03
23-1160	Sweeper Replacement Brushes	Aug 24	na	Sep 26
23-1161GC	Wade Road Tree Removal	Aug 31	Sep 14	Sep 21
23-1163GC	Airfield Lighting Control and Monitoring System	Sep 21	Oct 10	Oct 18

## **AGENDA ITEM NO. 5**

### **Project Development**



## PROJECT STATUS REPORT

October 11, 2023

### I. AIRSIDE IMPROVEMENTS

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

Fennick McCredie Architecture will be the project designers. Fennick McCredie continues the design including the placement of security measures for the area. FM has submitted the 100% drawings to ACAA for review. The design continues and FM have made several site visits to gather more information to enhance the design. The design is on track to be completed by mid October 2023 and is working with ACAA to complete the BIL application.

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

This project was awarded to Jersen Construction and Passero Associates is doing the Construction Inspection (C.I.) for the project. Jersen completed the drainage pipe lining in late September. Jersen is completing the joint sealing and then will demobilize. Passero continues to coordinate the work with Airport Operations and UPS. UPS will have their parking position for the aircraft by the end of the week.

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

The project was awarded to Access Anvil and they are currently in the submittal and purchasing process. Work is expected to begin onsite this Fall. C & S Engineering designed the perimeter security fence access gates project. Airport Operations prepared a list of the critical gates needing repair or replacement before winter. C & S has been reviewing the submittals and will be onsite during construction.

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

Callanan Industries was awarded the contract last year. Collier Engineering is the inspection firm. Callanan Ind. has remobilized and has started replacement of the centerline lights. Callanan will also complete all remaining paving, striping and site restoration work by the end of October.

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

Quality Paint was awarded the contract. Quality Paint submitted a work plan for pressure washing and painting, including containment of overspray. Work began early this week and will continue throughout October.

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

Titan Roofing crew mobilized in September and removed the stone ballast from the roof. The crew completed the install of the new roof on the hangar and is currently working on the lower roof over the office area. Work will be completed by the end of October.

### **Runway 01-19 Pavement Rehabilitation and Lighting Upgrade (Contract S-1163)**

C & S Companies was selected by RFQ process to be the designers of the project. In order to meet the FAA's condensed design schedule C & S will need to get started immediately. Their negotiated Scope and fee is an action item on this meeting's agenda.

## **II. LANDSIDE IMPROVEMENTS**

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

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

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

Hewitt & Young Electric is continuing the installation of the new Terminal Fire alarm system. Hewitt & Young is installing two additional detectors over A-Concourse as requested by Albany County Code enforcement. All testing of the audio announcements has been completed. The project is in the close out process.



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

CHA and their design team has completed the construction drawings for bid package #4. CHA's design team has been responding to RFI's for Bid package #4 to meet the bid schedule. Bid package #1 Elevators and escalators was awarded to Kone and they removed the escalators in the garage rotunda and are currently removing elevator #4. Package #2 Sitework, Demo and Foundations was awarded to MLB Construction, who have mobilized and begun demolition. Installation of the elevated queuing platform will begin next week. Their subcontractor will be starting utility relocation next week. Package #3 Electrical and Mechanical Equipment was awarded to Danforth Mechanical and they are purchasing long lead contract equipment. CHA continues with the design for Bid packages #5 TSA equipment relocate and #6 Interior Furnishings.

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

The escalators in B concourse have been nonoperational since the ground boarding gates were taken out of service. Wainschaf the contractor on this project has been reengaged to complete this contract replacing the two escalators in B-Concourse. The temporary partitions were relocated to the east escalator where removal was begun. Installation of the new escalator unit on the east side is on schedule to be done by the end of October and the west side escalator will be tested this week.

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

As part of the TSA's efforts to streamline their operations, the TSA is offering grants for the design of a new In-Line Checked Baggage Inspection System to replace the current individual airline baggage inspections. The Board approved the contract award to VTC and their scope and fee proposal was accepted by the TSA. VTC and their subcontractors have narrowed down the option of systems to the DCV system that will work the best for the Airport, with the least amount of disruption to the existing operations. A report was sent to the TSA as required by the Grant.

**AGENDA ITEM NO. 6**

**Counsel**

## **AGENDA ITEM NO. 7**

### **Concessions/Ambassador Program**



Wednesday, October 11, 2023

## Concessions & Ambassador Program Report

Minority Percentages in the Concessions' Workforce

Date	min/total	HMSHost	OHM	Paradies	Dunkin
September 2022	65/112=58%	19/43=44%	28/40=70%	14/22=63%	4/7=57%
October 2022	68/120=56%	28/55=50%	21/33=63%	14/24=58%	5/8=62%
November 2022	74/127=58%	28/55=50%	32/42=76%	9/22=40%	5/8=62%
December 2022	70/132=53%	23/55=42%	35/48=73%	8/22=36%	4/7=57%
January 2023	64/130=49%	23/53=43%	31/47=66%	7/24=29%	3/6=50%
February 2023	61/121=50%	17/39=43%	33/53=63%	8/23=34%	3/6=50%
March 2023	65/116=56%	18/41=44%	36/47=77%	8/22=36%	3/6=50%
April 2023	76/128=59%	21/44=48%	45/58=78%	7/20=35%	3/6=50%
May 2023	84/145=58%	28/60=47%	45/57=79%	8/22=36%	3/6=50%
June 2023	79/143=55%	25/58=42%	44/55=80%	8/24=33%	2/6=33%
July 2023	86/144=60%	26/54=48%	48/58=83%	9/26=34%	3/6=50%
August 2023	75/118=64%	26/46=57%	33/39=85%	13/27=48%	3/6=50%
September 2023	74/124=59%	33/59=56%	26/34=76%	11/24=45%	4/7=57%

Concession Revenue (January – August) of 2023 has a 13.4% increase over the same period of 2022.

2022           \$8,979,320.

2023           \$10,378,210.

Enplanements for the same time period - \$10,378,210/903,727 = \$11.48 per enplanement



## Ambassador Program 2023 Totals

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

<b>Canines</b>												
3654	4009	4569	4960	4255	3752	4122	3272	1985				34,578

<b>Ambassador Hours</b>												
774	745	792	1011	947	881	752	865	708				7475

<b>Guests Served</b>												
4417	5677	7843	6134	10,822	9506	12,562	9502	7131				73,594

<b>Ambassador Shifts</b>												
258	226	267	229	270	264	244	258	230				2246

<b>Business Center</b>												
134	126	166	156	182	168	185	248	175				1540



## **AGENDA ITEM NO. 8**

**Public Affairs**

## **AGENDA ITEM NO. 9**

### **Business & Economic Development**

**AGENDA ITEM NO. 10**

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

**AGENDA ITEM NO. 10.1**

**Approve Services Agreement, SC-1164, to GAT  
Airlines Ground Support Inc. for Acceptance and  
Inspection Services of Loading Dock Deliveries**

AGENDA ITEM NO: 10.1  
MEETING DATE: October 11, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
10/11/2023

**DEPARTMENT:**      *Legal Department*

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

**PURPOSE OF REQUEST:**

*Approve Services Agreement, SC-1164, to GAT Airlines Ground Support Inc. for Acceptance and Inspection Services of Loading Dock Deliveries*

**CONTRACT AMOUNT:**

Contract Amount:    *\$300,000.00/year*

**BUDGET INFORMATION:**

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

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

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

**JUSTIFICATION:**

*GAT Airline Ground Support, Inc. (GAT) shall accept all loading dock deliveries for ALB Terminal at their Air Cargo Facility. GAT shall inspect all delivered goods and notify each company who has had a product delivered. A request is made to enter into a one (1) year agreement with two (2) optional one (1) year renewals.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

*See attached Scope of Work.*



#### Scope:

GAT shall accept all loading dock deliveries for ALB terminal at their air cargo facility on the following days and times:

Monday – Friday      0500-2100

Saturday                0600-1300

(These days/times shall be subject to change by ALB)

#### Inspection of all deliveries for the ALB Terminal

Upon acceptance of a delivery by GAT all deliveries/merchandise shall be inspected pursuant to the ALB Delivery Inspection Procedures.

All inspected items shall be kept separated from non-inspected items.

#### Delivery of inspected goods

Inspected items shall be delivered to the ALB terminal at the designated location (Currently gate A1A in the lower A concourse).

#### Notification

Upon delivery to the terminal, notification shall be made to each company whose product has been delivered.

**AGENDA ITEM NO. 10.2**

**Tabled Item 10.1 from September 18, 2023  
Board Meeting**

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

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

**TABLED**

**AGENDA ITEM NO. 10.1**

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

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

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

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**Tabled**  
**09/08/2023**

**DEPARTMENT:** *Finance*

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

**ACAA Approved**  
**10/11/2023**

**PURPOSE OF REQUEST:**

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

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

**CONTRACT AMOUNT:**

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

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

**BUDGET INFORMATION:**

*Anticipated in Current Budget:* Yes  No  NA

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

**JUSTIFICATION:**

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

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

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

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

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Please refer to attached*

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

**MEMORANDUM**

TO: Michael Zonsius  
Chief Financial Officer

FROM: Katie Kane  
Deputy Purchasing Agent

DATE: September 8, 2023

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

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

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

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



**Contract #SC-1156**

**Snow Removal Services**

<b>Company Name</b>	McCarey Landscaping, Inc.	Snow Systems	Peter Luizzi & Bros Contracting Inc.
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I, Bobbi Matthews, certify that this proposal acknowledgment is a true copy of the submittals received for the proposal (RFP) above.

Albany Airport Authority Purchasing Department

Bobbi Matthews  
Bobbi Matthews,  
Purchasing Agent

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

Elizabeth M. Charland  
Notary Public

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

## **AGENDA ITEM NO. 10.3**

**Authorization to begin the Procurement Process to secure a Bank Revolving Line of Credit (“Credit Line”) by Private Negotiated Sale pursuant to the terms of the Authority’s “Guidelines Establishing Procedures for the Selection of Underwriters; for the Sale of the Authority’s Bonds and certain Other Matters” (the “Guidelines”).**

AGENDA ITEM NO: 10.3

MEETING DATE: October 11, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
10/11/2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** Finance

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

**PURPOSE OF REQUEST:**

*Authorization to begin the Procurement Process to secure a Bank Revolving Line of Credit (“Credit Line”) by Private Negotiated Sale pursuant to the terms of the Authority’s “Guidelines Establishing Procedures for the Selection of Underwriters; for the Sale of the Authority’s Bonds and certain Other Matters” (the “Guidelines”).*

**PURPOSE OF REQUEST:**

*The Authority is considering undertaking a project (the “Project”) that includes the construction of a connector between the existing terminal and parking garage located at the Albany County Airport. The Authority anticipates receiving certain grant funding (collectively, the “Grants”) from the (a) New York State Department of Transportation Aviation Project Funding in an amount not to exceed \$60,000,000 and (b) Federal Aviation Administration in an amount not to exceed \$40,000,000. The terms of the Grants require the Authority to advance payments on grant eligible expenditures from its own funds. Based upon the size of the Grants, the limitation on use of other restricted funds of the Authority, and the delay of receipt of reimbursement funds, the Authority desires to have a line of credit available to temporarily finance cash flows, which can vary with the size and timing of payments to contractors. Therefore, the Authority intends to provide interim financing for the Project in anticipation of the receipt of the Grants through the Credit Line.*

*The Credit Line is expected to be obtained via a Private Negotiated Sale pursuant to the Guidelines. If a Private Negotiated Sale is authorized, the financial institution (the “Bank”) with which the Authority will enter into the Credit Line will be procured via a Request for Proposal, to be prepared by the Authority’s Financial Advisors.*

*The Authority is being advised on this transaction by its Bond Counsel, Hodgson Russ LLP, and its two Financial Advisors: Public Resources Advisory Group and Frasca & Associates. The Authority will also seek certain approvals from the Comptrollers of the County of Albany and the State of New York, as required by New York law.*

**JUSTIFICATION:**

*Pursuant to the Guidelines, the Authority cannot undertake a Private Negotiated Sale unless the members of the Authority authorize the procedure via written resolution. This request is accompanied by a draft Authorizing Resolution of the Authority.*

AGENDA ITEM NO: 10.3  
MEETING DATE: October 11, 2023

**BACKUP MATERIALS:**

- *Letter of recommendation from Chief Financial Officer to Chair;*
- *Letter of recommendation from Chair to Authority Board; and*
- *Authorizing Resolution of the Authority.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*The Finance Committee will review the sale documents at a future meeting after the Selection Committee (as defined in the Guidelines and the Authorizing Resolution) has selected the Bank and the negotiated terms of the Credit Line. Upon completing its review, the Finance Committee will present its findings and recommendations to the full board of the Authority.*



October 12, 2023

Mr. Samuel A. Fresina, Chair  
Albany County Airport Authority  
737 Albany Shaker Road  
Albany, New York 12211

Dear Chair Fresina:

The Albany County Airport Authority (the "Authority") is being asked to approve the acceptance of a proposed Albany County Airport Authority Airport Revolving Line of Credit in an aggregate principal amount not-to-exceed \$30,000,000 (the "Credit Line") obtained by a competitive request for proposals process. The purpose of the Credit Line is to provide interim funding, as needed, for the proposed construction, improvements, and other work to be completed in connection with the \$100,000,000 Terminal Connector Project.

I am recommending the Credit Line be obtained through a Private Negotiated Sale pursuant to Sections 3 and 7 of the "Guidelines for Establishing Procedures for the Selection of Underwriters; For the Sale of the Authority's Bonds; and Certain Other Matters" (the "Guidelines") adopted by the Authority on August 7, 1995, as amended. In making this recommendation, I have considered the factors set forth in Section 4(b) of the Guidelines. Based on the factors set forth in Section 4(b), the substantial reasons for this recommendation include: (1) there is not an open competitive market for this type of Authority obligation; (2) the terms of the Credit Line will require substantial flexibility and negotiation which the Authority could not achieve through a Public Competitive Sale; and (3) the amount of the obligation may vary depending on how much is drawn on the Credit Line over time. Here, the Authority anticipates that the amount drawn on the Credit Line will vary as the size of the project and cash flow sources are finalized. Additionally, the Authority anticipates using the Credit Line to supplement certain grant funds to be received from the State of New York and the Federal Aviation Administration (the "Grant"). The Authority cannot predict when funds from the Grant will be disbursed. Therefore, the Authority may need to conduct future negotiations on the Credit Line with the selected credit facility bank.

Based on the information set forth above and the consideration of the factors set forth in Section 4(b) of the Guidelines, the consummation of the Credit Line as a Private Negotiated Sale basis will allow the Authority to achieve the necessary levels of flexibility to complete the Project and efficiently utilize the Grant.





Please call me with any questions you may have about my recommendation.

Sincerely,

Michael F. Zonsius  
Chief Financial Officer



October 12, 2023

Members of the Authority  
Albany County Airport Authority  
Albany International Airport, Terminal Third Floor  
737 Albany Shaker Road  
Albany, New York 12211

Ladies and Gentlemen:

Pursuant to Section 2785 of the Albany County Airport Authority Act, Title 32 of Article 8 of the Public Authorities Law (the "Act"), and Section 3 of the "Guidelines for Establishing Procedures for the Selection of Underwriters; For the Sale of the Authority's Bonds; and Certain Other Matters" (the "Guidelines") adopted by the Albany County Airport Authority (the "Authority") on August 7, 1995, as amended, and supplemental to actions heretofore taken by the Authority, having considered the factors set forth in Section 4 of the Guidelines and having consulted with the Chief Financial Officer of the Authority, I recommend to the Members of the Authority that the acceptance of the proposed Albany County Airport Authority Airport Revolving Line of Credit in an aggregate principal amount not to exceed \$30,000,000 (the "Credit Line") be consummated as a "Private Negotiated Sale".

I respectfully request that the Authority find that the interest of the Authority will be served by the acceptance of the Credit Line in a Private Negotiated Sale as presented to the Board as the result of a Request for Proposal process.

Samuel A. Fresina  
Chair

RESOLUTION OF THE MEMBERS OF  
ALBANY COUNTY AIRPORT AUTHORITY

APPROVING AND AUTHORIZING THE UNDERTAKING OF A PRIVATE NEGOTIATED SALE IN CONNECTION WITH A PROPOSED REVOLVING LINE OF CREDIT FROM A TO-BE-SELECTED FINANCIAL INSTITUTION TO ALBANY COUNTY AIRPORT AUTHORITY FOR A PROJECT CONSISTING OF CAPITAL IMPROVEMENTS AT OR ADJACENT TO THE EXISTING ALBANY INTERNATIONAL AIRPORT.

WHEREAS, the members of Albany County Airport Authority (the Authority”), a body corporate and politic constituting a public benefit corporation of the State of New York (the “State”), created and existing under and by virtue of Title 32 of Article 8 of the Public Authority Law , Chapter 43-A of the Consolidated Laws of the State, as enacted by Chapter 686 of the Laws of 1993 of the State, as amended (the “Act”), have authorized a project which consists of: (a) construction of a connector between the existing airport terminal and the adjacent parking garage (the “Connector”), (b) acquisition and installation of various machinery and equipment, and (c) improvements to portions of the terminal area involving the construction and reconstruction of the Connector, including but not limited to related professional planning, consultants, architects and engineers, construction management, and inspection services (collectively referred to as the “Project”); and

WHEREAS, the Authority (a) will finance a portion of the costs of the Project with certain grant funds (collectively, the “Grants”) anticipated to be received by the Authority from (1) the State of New York Department of Transportation in an amount equal to approximately Sixty Million Dollars (\$60,000,000) and (2) the Federal Aviation Administration (the “FAA”) in an amount equal to approximately Forty Million Dollars (\$40,000,000); and (b) intends to provide interim financing of the receipt of the Grants through a revolving line of credit (the “Credit Line”); and

WHEREAS, the Authority desires to undertake a private negotiated sale to obtain the Credit Line from a financial institution (for convenience hereinafter referred to as the “Bank”); and

WHEREAS, pursuant to certain guidelines adopted by the Authority on August 7, 1995 entitled “Guidelines Establishing Procedures for the Selection of Underwriters; For the Sale of the Authority’s Bonds and Certain Other Matters” (the “Guidelines”), the Authority is authorized to issue certain obligations of the Authority, including the Credit Line, through either (a) a Public Competitive Sale, (b) a Public Negotiated Sale, and (c) a Private Negotiated Sale (as each such capitalized term is defined in the Guidelines); and

WHEREAS, pursuant to Section 3(c) of the Guidelines, the Authority shall, by resolution, authorize a Private Negotiated Sale upon receipt of a written recommendation thereof from the Chair of the Authority; and

WHEREAS, by letter dated September \_\_, 2023, the Authority has received a written recommendation (the “Recommendation”) from the Chair of the Authority recommending that the Authority undertake a Private Negotiated Sale to consummate the Credit Line; and

WHEREAS, based on the Chair’s Recommendation, the members of the Authority desire to authorize undertaking a Private Negotiated Sale in connection with the Credit Line and, further, authorize the Authority to take any additional necessary actions in connection therewith; and

WHEREAS, the Authority has not yet made a determination pursuant to Section 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations (the “Regulations”) adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively with the SEQR Act, “SEQRA”);

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF ALBANY COUNTY AIRPORT AUTHORITY, AS FOLLOWS:

SECTION 1. FINDINGS. The Authority hereby finds and determines that:

(A) By virtue of the Act, the Authority has been vested with all powers necessary and convenient to carry out and effectuate the purpose and provisions of the Act and to exercise all powers granted to it under the Act.

(B) Pursuant to the Act and the Guidelines, the Authority is authorized to enter into the Credit Line by means of a Private Negotiated Sale, as such term is defined in the Guidelines.

(C) The Authority accepts and endorses the written recommendation of the Chair of the Authority regarding the determination to enter into the Credit Line pursuant to a Private Negotiated Sale, and further finds and determines, in accordance with, the Guidelines, that it is in the best interests of the Authority to enter into, and the interests of the Authority will be best served by entering into, the Credit Line by means of a Private Negotiated Sale, and further ratifies and confirms all action taken by the Authority and Authority staff with respect to entering into the Credit Line by means of a Private Negotiated Sale.

SECTION 2. AUTHORIZED OFFICER. The Chair of the Authority and the Chief Financial Officer of the Authority are hereby designated and appointed to act as the Authorized Officer of the Authority in all matters relating to the Credit Line on behalf of the Authority.

SECTION 3. SELECTION COMMITTEE. Pursuant to the Guidelines, the Authority hereby ratifies and confirms the designation of the Chief Financial Officer as the chair of the Selection Committee (as defined in the Guidelines), and hereby designates the Finance Committee of the Authority to serve on the Selection Committee.

SECTION 4. REQUEST FOR PROPOSALS. The Authority hereby authorizes the Selection Committee to solicit requests for proposals pursuant to Section 7 of the Guidelines.

SECTION 5. FINANCIAL INSTITUTION. The Selection Committee is hereby authorized, based on the criteria set forth in Section 8 of the Guidelines, upon receipt and review of the requests for proposals, to select the Bank to provide the Credit Line, to negotiate the terms of the Credit Line with the Bank, and finalize the terms of the Credit Line in a term sheet (the “Term Sheet”) to be presented to the members of the Authority.

SECTION 6. EXECUTION AND DELIVERY OF DOCUMENTS. The Authorized Officer of the Authority is hereby authorized, on behalf of the Authority, to execute and deliver such documents as may be necessary or appropriate in order to finalize the terms of the Credit Line (the “Negotiation Documents”), all substantially consistent with the terms of the Term Sheet, with such changes, variations, omissions and insertions as the Authorized Officer of the Authority shall approve, the execution thereof by such Authorized Officer to constitute conclusive evidence of such approval. The Negotiation Documents shall be executed in the name of the Authority by the manual or facsimile signature of the

Authorized Officer of the Authority and attested by the manual or facsimile signature of the Secretary of the Authority, or in such manner as may be required or permitted by law.

CERTIFICATION

The undersigned, being the duly elected and qualifying Secretary of Albany County Airport Authority (the "Authority") DOES HEREBY CERTIFY that the following constitutes a true and correct copy of a resolution adopted by the members of the Authority on October 12, 2023, authorizing the undertaking of a Private Negotiated Sale in connection with the proposed Authority Credit Line, as it appears in the records of the Authority in my possession as of the date hereof.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed, or rescinded.

IN WITNESS WHEREOF, I have hereto set my hand this \_\_\_\_ day of October, 2023.

\_\_\_\_\_  
Secretary  
Albany County Airport Authority



**AGENDA ITEM NO. 10.4**

**Purchase Order Runway Sweeper  
Replacement Brushes  
Contract # 1160**

**United Rotary Brush  
Corporation  
15607 W. 100<sup>th</sup> Terrace  
Lenexa, KS 66219**

AGENDA ITEM NO: 10.4  
MEETING DATE: October 11, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
10/11/2023

**DEPARTMENT:** *Finance*

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

**PURPOSE OF REQUEST:**

Purchase Order *Runway Sweeper Replacement Brushes*  
Contract # 1160

*United Rotary Brush Corporation*  
*15607 W. 100<sup>th</sup> Terrace*  
*Lenexa, KS 66219*

**CONTRACT AMOUNT:**

Total Contract Amount: *Total \$370,710 (one year with four-one year optional renewals)*  
*(\$74,142 per year based on eighteen (18) sets @ \$4,119.00)*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes  No  NA   
Funding Account Number: 54050-50-0000

**JUSTIFICATION:**

*Request is made to approve the purchase of Runway Sweeper Replacement Brushes on an as needed basis. A Request for Bid was issued August 24, 2023 and notice of the opportunity was widely circulated and one (1) bid was received.*

*United Rotary Brush Corporation was the sole responder to the bid with cost of \$4119.00 for a set of brushes for one machine. The previous contract, awarded five (5) years ago, for this (Contract # E-983) was awarded to the same vendor at a price of \$2,340 per set, prior to that, the price was \$2,334 per set.*

*This contract is for one (1) year with four one-year option renewals.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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


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

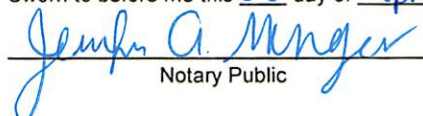
**CONTRACT #1160**  
**Sweeper Replacement Brushes**

Company Name	United Rotary Brush Corp
Lump Sum Bid	\$4,119.00
Bid Bond	Check
Bid Acknowledgement	X
Offerer Disclosure	X
Non-Collusion	X
References	X

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

Albany Airport Authority Purchasing Department

  
 \_\_\_\_\_  
 Katie Kane  
 Deputy Purchasing Agent

Sworn to before me this 26<sup>th</sup> day of September 2023  
  
 \_\_\_\_\_  
 Notary Public

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

**AGENDA ITEM NO. 10.5**

**Authorization to make purchases using State of  
New York Contracts  
for Road Salt**

**NYS State Contract Number  
Award: 23315  
Contract Period September 01,  
2023 – August 31, 2024**

**Apalachee Salt  
1423 Highland Ave.  
Rochester, NY 14620**

AGENDA ITEM NO: 10.5  
MEETING DATE: October 11, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
10/11/2023

**DEPARTMENT:** *Finance*

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

**PURPOSE OF REQUEST:**

*Authorization to make purchases using State of New York Contracts  
for Road Salt*

*NYS State Contract Number Award: 23315  
Contract Period September 01, 2023 – August 31, 2024*

*Apalachee Salt  
1423 Highland Ave.  
Rochester, NY 14620*

**CONTRACT AMOUNT:**

*Contract Amount (estimated): \$60,790 per year (\$60.79/ton at estimated 1,000 tons)*

**BUDGET INFORMATION:**

*Anticipated in Current Budget: Yes  No  NA*   
*Budget GL Account Number: 23-53048-30-0000*  
*23-53048-32-0000*

**JUSTIFICATION:**

*New York State Office of General Services Procurement Services has conducted bidding for the above-mentioned contract. The awarded vendor has agreed to offer the Airport the same terms and conditions of these contracts. Contract pricing to the Airport Authority from the awarded NYS vendor on an annual basis. The consumption for 2023 was \$34,027.45 (469 tons at \$72.53).*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.5  
MEETING DATE: October 11, 2023

**PROCUREMENT DEPARTMENT APPROVAL:**

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





**BACK-UP MATERIAL:**

*Please refer to attached*

- 1. State Contract Award*
- 2. Pricing Sheet*
- 3. Invoice Estimate*



## State Contract Award Notices - Commodities

<b>Road Salt, Treated Salt, &amp; Emergency Standby Road Salt (Statewide)</b>	
<a href="#">Award Document</a> 	<b>Contract Period:</b> September 01, 2023 - August 31, 2024
<b>Contract Updates</b>	<b>Group:</b> 01800 <b>Award:</b> 23315 (Replaces Awards 23134, 23175, 23212, & 23248)
<a href="#">Pricing</a>	<b>Use of Contracts:</b> All State Agencies and Political Subdivisions
<a href="#">Price Adjustments</a>	<b>Contact Person:</b> Brandy Alden <b>Telephone:</b> (518) 408-1140 <b>Email:</b> <a href="mailto:OGS.sm.SST_roadsalt@ogs.ny.gov">OGS.sm.SST_roadsalt@ogs.ny.gov</a>
<a href="#">Delivery Schedule</a>	<b>Contract Issued:</b> September 01, 2023 Contract Updated: None
<a href="#">Insurance</a> 	
<a href="#">Specifications</a> 	
<a href="#">FAQ</a> 	
<a href="#">Customer Service</a>	
<p><b>Description:</b> Road Salt is used for snow and ice control. Treated Salt is granular sodium chloride (Rock Salt) treated with corrosion inhibited liquid magnesium chloride – Types 1 and 2.</p> <p>These are filed requirement contracts which require the Authorized User to purchase 50% of their filed requirement.</p> <p>Automatic price increase becomes effective once deliveries exceed 120% of the Authorized User's filed requirement.</p> <p>There are MBE and WBE participation goals totaling 30% for certain counties on this contract. There are 0% SDVOB participation goals.</p> <p><b>NYS Office of General Services (OGS) Contract Notifications:</b> If you would like to receive contract notifications and updates for this Award (or any other NYS OGS Centralized Contract), you can register for the Purchaser Notification Service (PNS) at <a href="https://online.ogs.ny.gov/pns/">https://online.ogs.ny.gov/pns/</a> Be certain to select the Product and/or Services Classification Codes that fit your interests when registering. The Classification Code(s) for this Award can be located under the title of the Award on the document linked from "Award Document" above.</p> <p style="text-align: center;"><a href="#">Install Free Adobe Acrobat Reader for PDF Documents</a> The above PDF files are available in text by calling Customer Services at (518) 474-6717.</p>	

**NYS Office of General Services  
Road Salt, Treated Salt, & Emergency Standby Road Salt (Statewide)**

**Road Salt Pricing  
Contract Term: September 1, 2023 - August 31, 2024**

AWARD	CONTRACT #	COUNTY	CONTRACTOR	PRICE PER TON	SALT TYPE
23315	PC70129	ALBANY	Apalachee, LLC	\$60.79	Rock
23315	PC70128	ALLEGANY	American Rock Salt Company LLC	\$68.63	Rock
23315	PC70130	BRONX	Atlantic Salt, Inc.	\$89.90	Rock & Solar
23315	PC70131	BROOME	Cargill, Incorporated - Salt, Road Safety	\$61.48	Rock
23315	PC70132	CATTARAUGUS	Compass Minerals America Inc	\$60.02	Rock
23315	PC70131	CAYUGA	Cargill, Incorporated - Salt, Road Safety	\$59.87	Rock
23315	PC70132	CHAUTAUQUA	Compass Minerals America Inc	\$64.03	Rock
23315	PC70131	CHEMUNG	Cargill, Incorporated - Salt, Road Safety	\$56.44	Rock
23315	PC70131	CHENANGO	Cargill, Incorporated - Salt, Road Safety	\$66.13	Rock
23315	PC70132	CLINTON	Compass Minerals America Inc	\$77.67	Rock
23315	PC70131	COLUMBIA	Cargill, Incorporated - Salt, Road Safety	\$65.78	Rock
23315	PC70131	CORTLAND	Cargill, Incorporated - Salt, Road Safety	\$59.87	Rock
23315	PC70131	DELAWARE	Cargill, Incorporated - Salt, Road Safety	\$71.22	Rock
23315	PC70131	DUTCHESS	Cargill, Incorporated - Salt, Road Safety	\$79.62	Rock
23315	PC70128	ERIE	American Rock Salt Company LLC	\$64.83	Rock
23315	PC70129	ESSEX	Apalachee, LLC	\$81.00	Rock
23315	PC70132	FRANKLIN	Compass Minerals America Inc	\$75.36	Rock
23315	PC70131	FULTON	Cargill, Incorporated - Salt, Road Safety	\$65.72	Rock
23315	PC70128	GENESEE	American Rock Salt Company LLC	\$67.33	Rock

# Apalachee Salt

1423 Highland Ave.  
Rochester, NY 14620



# Estimate

Date	Estimate #
9/1/2023	1002

Name / Address
Albany County Airport Authority 737 Albany Shaker Road Albany, NY 12211 Attn: Accounts Payable ** MAIL and EMAIL

Ship To
Albany Airport @ DOT Latham Exit 5, I-87 & Rte 155 Colonie, NY 12205 4:30am-9:30pm; Height restriction Justin 518-461-9847 CALL!

P.O. No.	Account #	Terms	Other	Project
	23175	Net 15	#23315 PC70129	Albany Airport

Description	Qty	Cost	Total
Road Salt per ton	1,000	60.79	60,790.00

<b>Subtotal</b>		\$60,790.00
<b>Sales Tax (8.0%)</b>		\$0.00
<b>Total</b>		\$60,790.00

Signature \_\_\_\_\_

## **AGENDA ITEM NO. 10.6**

**Professional Services Contract: Authorization to Award: Contract No. S-1162 Professional Engineering Services for the Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies**

AGENDA ITEM NO: 10.6  
MEETING DATE: October 11, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
10/11/2023

**DEPARTMENT:**

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

**PURPOSE OF REQUEST:**

*Professional Services Contract: Authorization to Award: Contract No. S-1162 Professional Engineering Services for the Runway 1-19 Rehabilitation and Lighting Upgrades with C & S Companies.*

**CONTRACT AMOUNT:**

*Base Amount: \$313,250.00*

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

Apprenticeship N/A DBE J MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 90% State 5% Airport 5% NA             
Term of Funding: 2023-2025  
Grant No.: <pending> State PIN: <pending>

**JUSTIFICATION:**

*Authorization is requested to award the Professional Services Contract S-1162 Runway 1-19 Rehabilitation and Lighting Upgrades to C & S Companies of Syracuse, N.Y. in the amount of \$313,250.00. An RFQ was advertised and a review committee evaluated the submitted proposals. C & S Companies received the highest score. In order to meet the FAA's accelerated time frame for plan and specification submittal this contract needs to be awarded and executed in early October. The contract award is contingent upon Board approval of negotiated scope and fee established following FAA grant guidelines.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.6  
MEETING DATE: October 11, 2023

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Scope and fee from C & S Companies.*

## SCHEDULE A1

### DESIGN SCOPE OF SERVICES

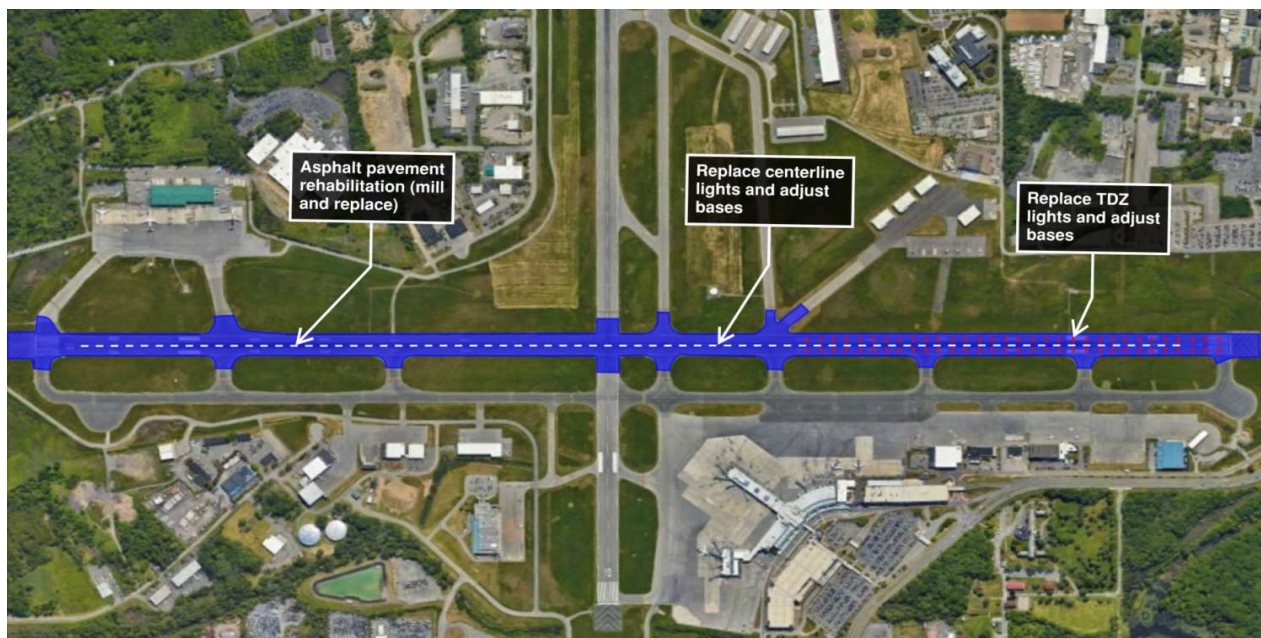
**Project Title:** Runway 01-19 Rehabilitation & Lighting Upgrades  
**Airport Name:** Albany International Airport  
**Airport Sponsor:** Albany County Airport Authority (ACAA)  
**Consultant:** C&S Engineers, Inc.  
**Services Provided:** Design

#### Project Description:

The CONSULTANT shall provide required services to design the Runway 01-19 Rehabilitation & Lighting Upgrades project (the "Project"). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and the New York State Department of Transportation (NYSDOT).

This project generally includes the milling and overlaying of the 8,500 x 150-foot Runway 01-19 as well as the two associated blast pads at the Albany County Airport. Temporary pavement markings, permanent markings and saw-cut grooving will also be included. All runway threshold lights, edge lights, touchdown zone lights and centerline lights within the project limits will be retrofitted with new LED fixtures and appropriately sized transformers. Electrical cables, including homeruns to the vault will be replaced. Edge grading will be performed to remove built-up material located along the pavement edges.

In general, the pavement will be milled to a nominal depth and replaced at the same depth. The project design does not include topographic survey and will not include surface grade modifications and smoothness adjustments. Three-dimensional design modeling services are not being provided as directed by ACAA. Assumptions and exclusions used in preparation of this proposal are included at the end of this schedule







Services to be provided by the CONSULTANT shall include civil, electrical and geotechnical engineering services, as applicable, required to accomplish the following items (“Basic Services”):

**PROJECT MANAGEMENT PHASE**

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with FAA and NYSDOT during the Project’s design. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation or update of NEPA Categorical Exclusion (CATEX) Environmental Assessment.
2. Review the current Airport Layout Plan (ALP) to ensure the project is consistent with the document.
3. During the Design Phase, to aid the Sponsor by acting as its liaison and Project coordinator with the funding agencies.
4. The engineering and construction budget for the Project is \$10,000,000 (as reported in the ACAA RFQ). The Consultant shall evaluate the feasibility of this budget, based upon the Consultant’s experience as a design professional, and keep the Sponsor apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the Sponsor as to options available for reducing construction costs to stay within the budget, if it appears likely that contractor bid prices will exceed this budget.
5. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
6. Provide to the SPONSOR monthly project status reports.
7. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the FAA and NYSDOT’s review processes.
8. The design schedule is anticipated to be as follows:

Task Name	Duration	Start	Finish
<b>Runway 1-19 Rehabilitation Project</b>	467 days	Fri 9/15/23	Tue 12/24/24
Scoping / Negotiations	10 days	Wed 9/20/23	Fri 9/29/23
C&S Engineers, Inc. Selected (October 16th Board Meeting)	0 days	Mon 10/16/23	Mon 10/16/23
ACAA Contract Approval	3 days	Mon 10/16/23	Wed 10/18/23
<b>Design</b>	105 days	Wed 10/18/23	Wed 1/31/24
Notice To Proceed	0 days	Wed 10/18/23	Wed 10/18/23
Field Work - Geotechnical	30 days	Thu 10/19/23	Fri 11/17/23
Schematic Design	14 days	Thu 10/19/23	Wed 11/1/23
Preliminary Design (60% Milestone Submittal)	14 days	Thu 11/2/23	Wed 11/15/23
Faa Review - (7460 and CSPP Uploads)	1 day	Thu 11/16/23	Thu 11/16/23
Draft Final Design	60 days	Thu 11/16/23	Sun 1/14/24
Bid Documents Design Submittal (100%)	15 days	Mon 1/15/24	Mon 1/29/24
<b>Bidding (3 Weeks; Est. FAA Grant App Deadline 4-15-24)</b>	<b>30 days</b>	<b>Tue 1/30/24</b>	<b>Wed 2/28/24</b>
FAA Funding (Dependent Upon Receipt of FAA Grant)	120 days	Thu 2/29/24	Thu 6/27/24
Construction Contract Execution	45 days	Fri 6/28/24	Sun 8/11/24
<b>Estimated Construction Duration</b>	<b>60 days</b>	<b>Tue 8/27/24</b>	<b>Fri 10/25/24</b>
<b>Final Completion/ Construction Closeout</b>	<b>60 days</b>	<b>Sat 10/26/24</b>	<b>Tue 12/24/24</b>

## **GRANT ADMINISTRATION PHASE**

The CONSULTANT shall not include any Grants Administrative Services.

## **PRELIMINARY DESIGN PHASE (60% Design Submittal)**

The Preliminary Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The CONSULTANT will evaluate alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction projects in an effort to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the SPONSOR, FAA and NYSDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
3. Perform a preliminary Project site inspection to further familiarize the design team with Project areas. The pavement areas will be evaluated as far as additional distresses to be considered for repairs during construction.
4. Prepare preliminary plans identifying required pavement core locations, and other field investigative programs. Develop a schedule of completion of required investigations to minimize interference with airport and tenant operations. Coordinate schedule with SPONSOR and supervise programs at the Project site as necessary.
5. Acquire the necessary existing pavement investigation data, consisting of pavement cores only, to identify existing pavement conditions and characteristics. This project will have approximately 18 pavement cores. No soil borings, test pits or laboratory tests will be completed.
6. Perform a preliminary environmental review, including the collection and review of available documents such as published wetland maps, soil conservation survey maps, and previous master plan and environmental archaeological studies, to identify potential impacts the Project may have on the environment.
7. Complete appropriate NEPA forms (expected categorical exclusion, CATEX) and prepare and submit letters to governmental agencies requesting their review and determination regarding what, if any, impact the Project is expected to have on sensitive environmental areas. If anything required more than a CATEX, a supplemental agreement will be required and not included in this agreement.
8. Analyze data obtained from pavement cores and any existing pavement investigation programs and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.
9. Develop pavement design in accordance with FAA advisory circular 150/5320-6, latest edition. Pavement design to include one alternative for pavement rehabilitation (mill and replace at same depth). CONSULTANT will use FAA software FAARFIELD to perform design analysis. SPONSOR shall supply the CONSULTANT with the existing and future fleet mix.
10. Develop schematic designs, including preliminary pavement horizontal geometric layouts.

11. Develop preliminary airfield lighting layouts, electrical power distribution and system designs, and detail installations.
12. Develop an outline of general and technical specifications FAA AC 150/5370-10 or other sources as applicable.
13. Coordinate potential FAA reimbursable agreement for FAA-owned visual aid design, construction, and flight checks. Contact FAA NavAids Engineering Center and Planning and Requirements to determine if a reimbursable agreement is required as well as necessary FAA technical operations actions during construction. Include provisions in the Construction Safety and Phasing Plan (CSPP).
14. Prepare preliminary opinion of probable construction costs for each major element of the Project.
15. Identify potential Modifications to FAA Standards as potentially applicable for specifications or other FAA Advisory Circulars.
16. Develop a draft construction safety phasing plan (CSPP) that endeavors to limit interference by the Project's construction with airport and tenant operations. Stakeholder engagement and coordination.
17. Perform an internal quality control review on schematic design documents.
18. Submit 60% preliminary design to the sponsor, FAA and NYSDOT for their review.
19. Schedule and conduct a preliminary design review meeting with the SPONSOR to review the preliminary design and potential for Modifications to FAA Standards.

#### **FINAL DESIGN PHASE**

The services included under this Phase shall generally consist of services required to furnish the SPONSOR with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with SPONSOR, FAA AND NYSDOT comments and then completion of the final design. Plans and Specifications, suitable for unit price bidding, will be completed; final design will be coordinated with the SPONSOR, FAA and NYSDOT and a complete set of bid documents will be furnished to the SPONSOR, FAA and NYSDOT.

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

1. Finalize the design in order to finalize pavement geometry, typical sections, and other grading details for the proposed work.
2. Finalize pavement design
3. Detail and finalize pavement keyways, rehabilitation details and pavement sections.
4. Finalize airfield lighting layouts, electrical power distribution and system designs, and detail installations.
5. Finalize pavement marking layouts, and detail installations.

6. Prepare final Contract Drawings on 22" x 34" or 11" x 17" Paper. It is anticipated that the final drawings will consist of the following sheets:

Approx. Number of Sheets	Name
1	Title Sheet
1	Quantities for Canvass of Bids and Sheet Index
1	General Notes and Legend
1	General Plan
6	Construction Safety Phasing Plans
1	Construction Safety Phasing Details
12	Existing Conditions Plans
12	Demolition Plans
12	Geometry Plans
12	Grading Plans
4	Profiles
1	Typical Sections
1	Pavement Details
12	Lighting Plans
4	Lighting and Details
3	Electrical Vault Plans and Details
12	Marking Plans
1	Marking Details
6	Grooving Plans
1	Grooving Details

7. Perform a detailed quantity takeoff of all bid items to be included on the Contract Drawings and in the General Specifications of the Contract Documents.
8. Finalize written Technical Specifications for all construction materials and installations. FAA standard technical specifications shall be used whenever possible, with supplemental specifications developed by the consultant.
9. Finalize CSPP and include in Specifications and on the Contract Drawings.
10. Prepare final opinion of probable construction costs based upon the actual bid items and quantity takeoffs.
11. Finalize design report to be consistent with the final design.
12. Submit both the construction safety phasing plan and 7460 form electronically to the FAA.
13. Perform final internal quality control review on all design documents.
14. Submit draft final documents to the SPONSOR, FAA and NYSDOT for their final review and comment.
15. Schedule and conduct draft final review meeting with the SPONSOR, FAA and NYSDOT to discuss and resolve final comments.
16. Reproduce and submit sufficient copies of bid documents to SPONSOR for bidding purposes. Bid documents shall consist of the Contract Drawings and Specifications.

## **BID PHASE**

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). The CONSULTANT shall assist the SPONSOR during this Phase as required.

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

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
3. Schedule and conduct pre-bid conference(s) by the SPONSOR and advise the SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference(s).
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR's approval.
5. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and nonsegregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with the CONSULTANT, the SPONSOR, FAA or NYSDOT.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from FAA.

## **DESIGN ASSUMPTIONS**

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

1. As-built drawings and/or CAD files are available and will be provided by ACAA.
2. Previous survey and as-built 3D elevations (provided by others) will be transmitted to CONSULTANT and are adequate for establishing existing surface lines and grades. Topographic survey if required can be provided for an additional fee.
3. The construction phasing shall be based on nightly closures from 10 PM to 6 AM (contractor to be off the runway at 5:30 AM).
4. Existing centerline and TDZ lights have top section extension rings. They must be removed to facilitate the paving operations. As-built documents will be used, and information will be field verified (spot checked, say 12 locations maximum) to make sure the extension rings are deep enough for milling and paving operations. Existing base cans and conduit will remain. ACAA electrician will assist with light fixture opening.
5. Access to the site for inspection/geotechnical investigation can only be performed during night hours and will be coordinated by the SPONSOR. SPONSOR will coordinate the necessary escort for the CONSULTANT and subcontractors to access the restricted areas located within "movement" areas of the airport. No-fee access to the site is provided.

6. The scope of services assumes that FAA will perform Safety Risk Management (SRM) review based on the draft CSPP, and that a Safety Risk Management Panel (SRMP) and safety risk mitigation will not be necessary. If SRMP is determined by FAA to be necessary, the cost of these services is not included in the CONSULTANT's original Scope of Services and shall therefore be an Additional Service.
7. The scope of services assumes that the topographic survey will not be required to follow FAA AC 150/5300-16, 17 and 18. If it is determined by FAA to be necessary, the cost of these services is not included in the CONSULTANT's original Scope of Services and shall therefore be an Additional Service.
8. Preparation of FAA applications and reimbursement requests will be performed by ACAA.
9. Cost evaluations will be based on bid prices from recent project at the airport and other similar regional airports.
10. Uploading the as-built data on the AGIS website will not be required.
11. Preparation of one (1) bid package for public bidding.
12. SPONSOR will advertise the Project and issuance of bid documents.
13. Advertisement, public bidding and award services will not be required of CONSULTANT.
14. Government agency fees for processing and permits are to be provided by SPONSOR.
15. SPONSOR to coordinate and submit permit application, if required. Note: Permits are not anticipated.
16. Airport staff will confirm that the proposed boring locations are not in conflict with underground utilities.
17. Prevailing wage rules apply to field work.
18. Pavement cores will be filled with non-shrink grout.
19. SPONSOR will provide the M&PT required for the geotechnical investigation (runway 1-19 closures).
20. SPONSOR will coordinate any required NAVAID shutdowns required for the geotechnical investigation.
21. A FAA airspace case, 7460 will not be required to perform pavement cores (truck only, no drill rig).

#### **DESIGN EXCLUSIONS**

The scope and fee for the project described above excludes the following items, which can be provided for an additional fee, if requested:

1. Front end contract documents. The front-end specifications will be prepared by ACAA.
2. Preparation of conformed copies of contracts; coordination of contractor's execution of contract; review of contractor's bonds, insurance certificates, and DBE plan; review of contractor's submission with SPONSOR.
3. Wetland delineation and mapping; archaeological and other environmental investigations as required by governmental agencies during the environmental review process.
4. Investigations and/or soil sampling for contaminants, hazardous material testing, and remediation design.



5. No airfield electrical vault work is included (constant current regulator replacement, etc.)
6. Underground utility locating (soft digs, potholing, etc.)
7. Underground utility inspections using a video camera.
8. Drainage studies, including hydrology or hydraulics.
9. Stormwater Pollution and Prevention Plan (SWPPP). Ground disturbance area is expected to be less than one acre and therefore a SWPPP will not be required by the New York State Department of Conservation (NYS DEC).
10. Government agency fees for processing and permits.
11. Uploading the As-built data on the AGIS website.
12. Updating FAA publications.
13. Construction support services including, materials testing, quality assurance services, and record drawings including mylar reproduction.
14. Any services not specifically identified in this scope of work are not anticipated and excluded.

END OF SCHEDULE A1





## SCHEDULE A2

### CONSTRUCTION ADMINISTRATION SCOPE OF SERVICES

**Project Title:** Runway 01-19 Rehabilitation & Lighting Upgrades  
**Airport Name:** Albany International Airport  
**Airport Sponsor:** Albany County Airport Authority (ACAA)  
**Consultant:** C&S Engineers, Inc.  
**Services Provided:** Construction Administration

**PROJECT DESCRIPTION:** Refer to schedule A1.

**ANTICIPATED CONSTRUCTION SCHEDULE:** Refer to schedule A1.

**TASK 1- CONSTRUCTION ADMINISTRATION:** Construction Contract Administration includes the following services:

- 1.1 Coordinate and assist SPONSOR with issuance of Notice to Proceed to contractor for construction.
- 1.2 Attend the pre-construction meeting (Chief Engineer attendance in person 2-hour meeting). It is assumed that the pre-construction meeting will be coordinated by others.
- 1.3 Provide consultation and advice to SPONSOR during construction including matters related to FAA compliance and regulations. The CONSULTANT will Support SPONSOR in conversations with the FAA.
- 1.4 Review, approve, or take other appropriate action on Contractor-required shop drawings, product data, catalog cuts, and samples. CONSULTANT will prepare a shop drawing/submittal log. Shop Drawings and responses to be uploaded to Doc Express or another Sponsor approved file sharing location.
- 1.5 Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods and provide a recommendation on the schedule and quality of the Project.
- 1.6 Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope.
- 1.7 Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of SPONSOR when necessary.
- 1.8 Review and respond to Contractor submitted Request for Information (RFIs) and upload responses to the construction team.
- 1.9 Virtual attendance at weekly progress meetings (12 assumed 1-hour meetings) as required.

**EXCLUSIONS:**

1. Construction observation and management. This will be a future separate agreement.

END OF SCHEDULE A2



**ARCHITECTURAL/ENGINEERING  
COST SUMMARY  
SCHEDULE "B"  
DESIGN AND CONSTRUCTION**

PROJECT NAME: Runway 1-19 Rehabilitation and Lighting Upgrades  
 PROJ DESCRIPTION: Asphalt pavement mill and replace, Remove and replace lights

DATE: 26-Sep-23  
 A/E: C & S ENGINEERS, INC.

CLIENT: Albany County Airport Authority (ACAA)  
 CLIENT LEAD: John LaClair

PROJECT NO: Q23.PRO  
 C&S CONTACT: Chris Brubach

**I. ESTIMATE OF DIRECT SALARY COSTS:**

	TITLE	BILLING RATE (\$/HR)		ESTIMATED @ HOURS		ESTIMATED COST
A.	President	\$419.00	X	0	=	\$0.00
B.	Senior Vice President	\$446.00	X	0	=	\$0.00
C.	Vice President	\$410.00	X	0	=	\$0.00
D.	Service Group Manager	\$295.00	X	4	=	\$1,180.00
E.	Department Manager	\$249.00	X	24	=	\$5,976.00
E.	Senior Principal	\$263.00	X	0	=	\$0.00
F.	Principal Engineer	\$241.00	X	176	=	\$42,416.00
G.	Managing Engineer	\$216.00	X	0	=	\$0.00
H.	Chief Engineer	\$214.00	X	310	=	\$66,340.00
I.	Senior Project Engineer	\$197.00	X	40	=	\$7,880.00
J.	Project Engineer	\$163.00	X	260	=	\$42,380.00
K.	Engineer	\$137.00	X	500	=	\$68,500.00
L.	Staff Engineer	\$121.00	X	0	=	\$0.00
M.	Principal Architect	\$270.00	X	0	=	\$0.00
N.	Managing Architect	\$210.00	X	0	=	\$0.00
O.	Senior Project Architect	\$172.00	X	0	=	\$0.00
P.	Project Architect	\$157.00	X	0	=	\$0.00
Q.	Architect	\$145.00	X	0	=	\$0.00
R.	Program Manager	\$213.00	X	0	=	\$0.00
S.	Project Manager	\$175.00	X	0	=	\$0.00
T.	Senior Project Manager	\$177.00	X	0	=	\$0.00
U.	Senior Project Landscape Architect	\$165.00	X	0	=	\$0.00
V.	Managing Environmental Scientist	\$215.00	X	0	=	\$0.00
W.	Senior Project Environmental Scientist	\$166.00	X	40	=	\$6,640.00
X.	Project Environmental Scientist	\$141.00	X	24	=	\$3,384.00
Y.	Environmental Scientist	\$118.00	X	0	=	\$0.00
Z.	Geologist	\$127.00	X	0	=	\$0.00
AA.	Senior Project Designer	\$166.00	X	0	=	\$0.00
AB.	Project Designer	\$139.00	X	0	=	\$0.00
AC.	Senior Designer	\$133.00	X	160	=	\$21,280.00
AD.	Designer	\$112.00	X	0	=	\$0.00
AE.	Designer Technician	\$90.00	X	280	=	\$25,200.00
AF.	Designer Technician (OT Rate)	\$135.00	X	0	=	\$0.00
AG.	Senior Program Coordinator	\$153.00	X	0	=	\$0.00
AH.	Program Coordinator	\$121.00	X	0	=	\$0.00
AI.	Grants Writer	\$128.00	X	0	=	\$0.00
AJ.	Grants Administrator	\$116.00	X	0	=	\$0.00
AK.	Assistant Grants Administrator	\$108.00	X	0	=	\$0.00



AL.	Managing Director	\$240.00	X	0	=	\$0.00
AM.	Director	\$236.00	X	0	=	\$0.00
AN.	Associate Director	\$217.00	X	0	=	\$0.00
AO.	Associate Director, Terminal	\$292.00	X	0	=	\$0.00
AP.	Principal Consultant	\$203.00	X	0	=	\$0.00
AQ.	Senior Consultant	\$175.00	X	0	=	\$0.00
AR.	Consultant	\$139.00	X	0	=	\$0.00
AS.	Construction Principal Engineer	\$268.00	X	0	=	\$0.00
AT.	Senior Construction Supervisor	\$229.00	X	0	=	\$0.00
AU.	Construction Supervisor	\$197.00	X	0	=	\$0.00
AV.	Resident Project Representative IV	\$188.00	X	0	=	\$0.00
AW.	Resident Project Representative III	\$172.00	X	0	=	\$0.00
AX.	Resident Project Representative III (OT Rate)	\$257.00	X	0	=	\$0.00
AY.	Resident Project Representative II	\$137.00	X	0	=	\$0.00
AZ.	Resident Project Representative II (OT Rate)	\$205.00	X	0	=	\$0.00
BA.	Resident Project Representative I	\$127.00	X	0	=	\$0.00
BB.	Resident Project Representative I (OT Rate)	\$191.00	X	0	=	\$0.00
BC.	Construction Manager 1	\$121.00	X	0	=	\$0.00
BD.	Construction Manager 2	\$143.00	X	0	=	\$0.00
BE.	Construction Manager 3	\$179.00	X	0	=	\$0.00
BF.	Resident Engineer	\$180.00	X	0	=	\$0.00
BG.	Senior Inspector	\$154.00	X	0	=	\$0.00
BH.	Office Engineer	\$156.00	X	0	=	\$0.00
BI.	Health & Safety Specialist	\$159.00	X	0	=	\$0.00
BJ.	Operations Manager	\$349.00	X	0	=	\$0.00
BK.	Program Director	\$328.00	X	0	=	\$0.00
BL.	Project Coordinator	\$130.00	X	0	=	\$0.00
BM.	Project Planner	\$130.00	X	0	=	\$0.00
BN.	Right of Way Specialist	\$185.00	X	0	=	\$0.00
BO.	Technical Administrator	\$127.00	X	0	=	\$0.00
BP.	Senior Technical Administrator	\$138.00	X	0	=	\$0.00
BQ.	Director of BIM Services	\$208.00	X	0	=	\$0.00
BR.	Civil CAD Manager	\$232.00	X	0	=	\$0.00
BS.	Aviation CAD Leader	\$139.00	X	0	=	\$0.00
BT.	GIS Analyst	\$127.00	X	0	=	\$0.00
BU.	Office Coordinator	\$96.00	X	40	=	\$3,840.00
BV.	Intern	\$83.00	X	0	=	\$0.00

TOTAL ESTIMATED DIRECT SALARY COST: \$295,016.00

**II. ESTIMATE OF DIRECT EXPENSES:**

A.	TRAVEL, BY AUTO:					
		6 TRIPS @ 300 MILES/TRIP @	\$0.655	=	\$1,179.00	
B.	MISCELLANEOUS:			=	<u>\$105.00</u>	

TOTAL ESTIMATE OF DIRECT EXPENSES: \$1,284.00

**III. SUBCONTRACTS:**

**DBE%                      5.41%**

A.	ESTIMATE OF TOPOGRAPHICAL SURVEYS:					\$0.00
B.	CONSTRUCTION WORK PHASING CAD DRAFTING (AVIATION PLANNING GROUP)				<b>DBE Firm</b>	\$10,000.00



C. SUBSURFACE INVESTIGATION (RENAISSANCE GEOTECHNICAL ENGINEERING):

DBE Firm

1	MOBILIZATION/DEMOB:	1	L.S. @	\$1,250.00	=	\$1,250.00
2	PAVEMENT CORES:	18	EACH @	\$275.00	=	\$4,950.00
3	REPORTING:	1	L.S. @	\$750.00	=	\$750.00

TOTAL ESTIMATED SUBSURFACE INVESTIGATION & TESTS:

\$6,950.00

IV. TOTALS:

A. MAXIMUM TOTAL COST FOR SERVICES, AGREEMENT TOTAL:

**\$313,250.00**

**AGENDA ITEM NO. 11**

**Authorization of Change Orders**

**AGENDA ITEM NO. 12**

**Authorization of Federal and State Grants**

**AGENDA ITEM NO. 13**

**Informational Only**



## **Old Business**

## **New Business**

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