



**ALBANY COUNTY AIRPORT AUTHORITY**  
 ALBANY INTERNATIONAL AIRPORT  
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**ACAA  
 APPROVED**  
 2/7/11

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

**December 6, 2010**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, December 6, 2010 @ 6:10 PM in the 3<sup>rd</sup> Floor Conference Room of the main Terminal located at the Albany International Airport by Chair David E. Langdon with the following present:

**MEMBERS PRESENT**

Chair David E. Langdon  
 Rev. Kenneth J. Doyle  
 Dennis Fitzgerald  
 Tony Gorman  
 Elliott A. Shaw  
 Dorsey M. Whitehead

**MEMBERS ABSENT**

**STAFF**

John A. O'Donnell  
 Bill O'Reilly  
 Liz Charland  
 Peter F. Stuto  
 Margaret Herrmann

Denise Zieske  
 Steve Iachetta  
 Helen Chadderdon  
 Doug Myers  
 Dwayne Lovely

**ATTENDEES**

Joel Russell, AvPorts  
 Pam Day, MillionAir  
 Shawna Larose, AvPorts  
 Eric Anderson, Times Union

Chair Langdon noted there was a quorum.



1. **CHAIR'S REMARKS**

None

2. **MINUTES**

Mr. Shaw moved to approve the November 1, 2010 minutes. The motion was adopted unanimously.

3. **COMMUNICATIONS AND REPORT OF CHIEF EXECUTIVE OFFICER**

Mr. O'Donnell presented the Communications and Report of the Chief Executive Officer for the month of December 2010. Mr. Whitehead stated that he would soon have more information regarding a donation for the Military Courtesy Room.

4. **INTERESTING CORRESPONDENCE:**

Noted

**MANAGEMENT REPORTS:**

5. **Chief Financial Officer**

Mr. O'Reilly presented the following:

- 5.1 **Statistical and Financial Performance for the Month of October 2010**
- 5.2 **Comparison of Enplanements**
- 5.3 **Summary of Airline Scheduled Flights and Markets**
- 5.4 **USDOT Arrival and Departure Statistics**

Mr. O'Reilly distributed and reviewed a power point presentation outlining the financial and statistical results for the ten months ended October 2010 and the Operating Budget for 2011.

Chair Langdon inquired as to what airlines are offering at airports for passenger deals. He read a news story outlining deals. He also noted Bradley has bounced back. Mr. O'Reilly stated that part of the reason Bradley is back is because JetBlue has recently started offering service.

Chair Langdon stated that each month he would like details about why some airports are up and some are down in comparison to Albany. Mr. O'Donnell stated the airline model looks at number of seats, based on last year's numbers and the load factor. Albany's numbers were down last year. Mr. O'Donnell stated that we will do a report in February regarding the yield. Chair Langdon stated that it is complicated and requested graphs/charts to aid in the discussion.

Mr. Shaw stated that health insurance cost has a sizable variance. Mr. O'Reilly explained that AvPorts has had some vacant positions budgeted and the cost of insurance depends upon enrollment and selection of a family or individual plan and the cost can vary from

budget due to employee turnover. He also stated we have managed to achieve some savings for health insurance costs in the 2011 budget.

Mr. O'Reilly stated he would be asking the Board to approve the Draft 2011 budget later in the meeting.

Mr. Gorman asked if Mr. O'Reilly was assuming that enplanements were going to bottom out. Mr. O'Reilly stated he believes they will be flat and used that projection for establishing the rates and charges for the airlines for the next year as a good faith estimate for the purpose of setting rates and charges and that if enplanements do decline we can reduce some planned spending to compensate as we have done in 2010.

**6. Project Development**

Mr. Iachetta presented the Project Development Status Report for the month of December 2010.

**7. Counsel**

None

**8. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Program Report for the month of December 2010.

**9. Public Affairs Report**

Mr. Myers presented the Public Affairs Report for the month of December 2010.

**10. Business and Economic Development Report**

Ms. Zieske distributed and reviewed an Economic Development Property Update and presented the Business and Economic Development Report for the month of December 2010.

Mr. Fitzgerald inquired as to the average cost per square foot. Ms. Zieske stated that it varies based on the type of space and that some tenants pay their own utilities while in some buildings it is not possible to separate utilities so that is included in the rent.

Mr. Fitzgerald inquired as to whether or not all our rental space was to aviation tenants. Ms. Zieske stated that we have both and the occupancy depends on the type of space and location. Mr. O'Donnell noted that Integra was a non-aviation use.

Mr. Gorman inquired as to how we set our rates. Ms. Zieske explained that some properties have been appraised and she uses the MLS as a reference. She stated that it is a requirement of the FAA to market the properties at Fair Market Value.

Mr. Gorman inquired as to the total number of employees in our rental properties. Ms. Zieske stated she does not know the current number. Mr. O'Donnell stated that the last number he knew was 1,200.

Mr. Langdon stated that within the next couple of months he would like to know the number of employees. He would also like a list of all our properties and the dates we acquired them. At some point he would like a schedule identifying property leased from the County and all other property the Authority has added.

## **ACTION ITEMS:**

### **11. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**

#### **11.1 Contract Negotiations: Professional Services Contract No. S732: Runway 10-28 Taxiways "C", "K", "J", "H", "M", "N", "Q" and Air Cargo Apron Pavement Rehabilitation Design**

Mr. Iachetta recommended authorization of Contract Negotiations: Professional Services Contract No. S732: Runway 10-28 Taxiways "C", "K", "J", "H", "M", "N", "Q" and Air Cargo Apron Pavement Rehabilitation Design, to be funded from Capital Improvements Project Account Nos. 2113 and 2126.

Mr. Fitzgerald inquired as to what kind of contract this was. Mr. Iachetta stated that it was a cost plus fixed fee. He also advised that the FAA requires a qualified engineer.

Mr. Gorman asked where the tabulations and quantitative voting results were located. Mr. Iachetta indicated the results are confidential.

Mr. Gorman inquired as to who was on the team. Mr. Iachetta advised it was himself, Jeff Brisson of AvPorts and Rich Morgan.

Mr. Fitzgerald inquired if this was a \$4 million entitlement. Mr. Iachetta indicated this was all preliminary. Mr. O'Donnell advised that we do not have grant funding yet, but we need everything in place and ready to go when we get the funding.

Father Doyle moved to authorize said contract negotiations. The motion was adopted unanimously.

#### **11.2 Lease Amendment No. 2 to Lease No. L-527: 11 Northway Lane North (ACAA Bldg. No. 410) with H2 Pump LLC**

Ms. Zieske recommended authorization of Lease Amendment No. 2 to Lease No. L-527: 11 Northway Lane North (ACAA Bldg. No. 410) with H2 Pump LLC. She stated that this is a one-year lease extension. The current monthly rent is \$3,514.08 and will increase to \$3,637.07 on January 1, 2011. The Leased Area consists of 4,226 square feet of office space .

Mr. Fitzgerald moved to authorize said lease amendment. The motion was adopted unanimously.

#### **11.3 Purchase Order: Painting in Building No. 117: Administration Offices**

Mr. O'Donnell recommended authorization of a Purchase Order: Painting in Building No. 117: Administration Offices in the amount of \$27,890, to be funded from Operating Budget 52060-71-0000.

Mr. O'Donnell stated that a Request for Quotes was issued for this work and three responses were received as noted in the attached bid tally sheet.

This project includes painting of walls, selected ceilings and stair tower components of the Administration building lobby and offices. All work will be performed between the hours of 5:00 pm and 7:00 am, Monday through Friday, and without hourly restrictions on Saturday and Sunday.

Mr. Shaw moved to authorize said purchase order. The motion was adopted unanimously.

**11.4 Professional Services Contract No. S689: Outside Legal Services**

Mr. O'Donnell recommended authorization of a Professional Services Contract No. S689: Outside Legal Services for an amount not to exceed \$40,000 annually, to be funded from Operating Budget Account No. – 4300-71-0000.

Mr. O'Donnell advised that Richard M. Meyers had been a half-time Airport employee who has a vast knowledge of the law with a special emphasis on airports and is a partner in the firm, Meyers and Meyers, LLP. He also advised that on an annual basis, the Airport retains a small number of attorneys to assist in resolving disputes, drafting leases and providing legal counsel on a variety of Airport matters. Meyers and Meyers, LLC has the qualifications and expertise necessary to provide many of the legal services necessary. He also advised that the not to exceed figure decreased from last year.

Mr. Whitehead moved to authorize said contract. The motion was adopted unanimously.

**11.5 Lease Extension No. 2 to Lease No. – L-521: 55 Sicker Road (ACAA Bldg. No. 216) with Northeast Fiberglass Products, Inc.**

Ms. Zieske recommended authorization of Lease Extension No. 2 to Lease No. – L-521: 55 Sicker Road (ACAA Bldg. No. 216) with Northeast Fiberglass Products, Inc. She stated that this is for a warehouse and office space located at 55 Sicker Road. She stated this is a two year lease extension for Northeast Fiberglass Products, Inc. Northeast Fiberglass has been a tenant since November 2006. The monthly rent in the first year is \$4,250 per month and will increase by 3.0% on February 1, 2012 to \$4,337.50. The Leased Area consists of 9,300 square feet of warehouse and office space at 55 Sicker Road, ACAA Building #216.

Mr. Fitzgerald moved to authorize said lease extension. The motion was adopted unanimously.

**11.6 Lease Extension to Lease No. L-740: 16 Jetway Drive (ACAA Bldg. No. 109) with TRC, Inc.**

Ms. Zieske recommended authorization of Lease Extension to Lease No. L-740: 16 Jetway Drive (ACAA Bldg. No. 109) with TRC, Inc. She stated that this is a lease for office space located at 16 Jetway Drive (ACAA Bldg. No. 109) with TRC, Inc. She also stated this is a three-year lease extension for TRC, Inc. TRC has been a tenant since October 2001. The Leased Area is being reduced from three offices to two consisting of 1,382 square feet in the Million Air FBO at 16 Jetway Drive, ACAA Building #109. The monthly rent will be \$1,332.48 per month and will increase by 3.5% on September 1, 2011.

Father Doyle moved to authorize said lease extension. The motion was adopted unanimously.

**11.7 Lease No. – L-739: 11 Northway Lane North (ACAA Bldg. No. 412) with Phoenix Contracting Solutions, LLC**

Ms. Zieske recommended authorization of Lease No. – L-739: 11 Northway Lane North (ACAA Bldg. No. 412) with Phoenix Contracting Solutions, LLC She stated that this is a lease for warehouse space located at 11 Northway Lane North (ACAA Bldg. No. 412) with Phoenix Contracting Solutions, LLC. She further stated this is a six-month lease for Phoenix Contracting Solutions, LLC, a new company formed by a past tenant of the Airport that will utilize the space to store construction equipment and prepare construction materials. ACAA Bldg. No. 412 is an unheated warehouse consisting of 2,700 square feet. The lease will be automatically extended until December 31, 2011 if Phoenix is current on its rental payments as of June 5, 2011. Rent will be \$557 per month and will increase by 3.25% on January 1, 2012 if Phoenix remains a tenant.

Father Doyle moved to authorize said lease agreement. The motion was adopted unanimously.

**11.8 Lease Extension to Lease No. L-741: Hangar #211, 85 Sicker Road with Colgan Air, Inc.**

Ms. Zieske recommended authorization of Lease Extension to Lease No. L-741: Hangar #211, 85 Sicker Road with Colgan Air, Inc. She stated this was an extension of Lease No. L741 with Colgan Air, Inc. She further stated this is a month-to-month tenancy lease extension for Colgan Air, Inc. Colgan Air has been a tenant since January, 2006. The Leased Area is being reduced by eliminating Premises “B” – Hangar #201 – 741 Albany Shaker Road. The remaining Lease Area on January 1, 2011 shall be Hangar #211 – 85 Sicker Road. The monthly rent will be \$11,635.77 per month..

Mr. Gorman inquired as to the gross reduction. Mr. O’Reilly stated that \$55,000 would go away. He also stated that the Sicker Road Hangar will go up. Chair Langdon inquired as to whether or not they want to build in the future. Mr. O’Reilly stated they really want to expand. Mr. O’Donnell stated they want to do all their maintenance here. Ms. Zieske also stated that a Q400 cannot fit in their current building.

Mr. Whitehead moved to authorize said lease extension. The motion was adopted unanimously.

**11.9 Operating Permit: ABX Equipment & Facility Services, Inc.**

Ms. Zieske recommended authorization for an Operating Permit: ABX Equipment & Facility Services, Inc. Operating Permit for ABX Equipment & Facility Services, Inc.

Mr. Shaw moved to authorize said permit. The motion was adopted unanimously.

**11.10 Purchase Order: Equipment Procurement - Upgrade for the Airport Voice Communication Hardware and Voice Mail System using OGS New York State Contract PT54087**

Mr. O’Reilly recommended authorization of a Purchase Order: Equipment Procurement - Upgrade for the Airport Voice Communication Hardware and Voice Mail System using OGS New York State Contract PT54087, to be funded from the Operating Budget –Noncapital. He stated that the Authority provides voice communication services to most tenants on the Airport and for its own needs. The systems and computer servers are over twelve years old and the voicemail system has been in particular risk of failing on an Airport-wide

basis due to equipment fatigue. This upgrade will provide for a higher and more reliable level of service to users of the Airport voice communications systems provided by the Authority.

Mr. Fitzgerald moved to authorize said purchase order. The motion was adopted unanimously.

**11.11 Purchase Order: Equipment Procurement - Data and Voice Transmission Lines from TW Telecom (Time Warner) for 36 Months Using New York State Contract PS63072**

Mr. O'Reilly recommended authorization of a Purchase Order: Equipment Procurement - Data and Voice Transmission Lines from TW Telecom (Time Warner) for 36 Months Using New York State Contract PS63072, to be funded from the Operating Budget -Noncapital. He stated that this would allow the Authorization to convert two existing T1 data lines to a newer technology called Primary Rate Interface (PRI), which allows for enhanced flow of voice and data transmissions at a reduced cost showing the cost of the current T1 lines and the renewal cost after conversion to PRI.

Mr. Whitehead moved to authorize said purchase order. The motion was adopted unanimously.

**11.12 Purchase Order: Duties Related to Airport Insurance and Risk Management**

Mr. O'Reilly recommended authorization of a Purchase Order: Duties Related to Airport Insurance and Risk Management, to be funded from the Operating Budget. He stated the firm of Maggs & Associates would perform duties related to Airport Insurance and Risk Management for the Period January 1, 2011 thru December 31, 2011. He further stated Maggs & Associates has provided the Airport with insurance and risk advisory and administrative services since 1997. The attached duty statement provides a description of the services they provide. They do not charge an agency commission which would substantially exceed the contract value for which approval is sought.

Mr. Fitzgerald asked if Maggs & Associates has provided these services since 1997 and have we developed a relationship with the underwriters. Mr. O'Reilly stated that they have good relationships with the underwriters and shop the insurance policies every few years.

Mr. Fitzgerald asked if they advise us on all lines of insurance. Mr. O'Reilly stated that they did.

Mr. Fitzgerald moved to authorize said purchase order. The motion was adopted unanimously.

**11.13 Contract Extension and Modification: Airport Management Services Agreement**

Mr. Stuto recommended authorization of a Contract Extension and Modification: Airport Management Services Agreement.

Chair Langdon inquired as to whether or not Mr. O'Reilly has seen everything and agrees with the numbers. Mr. O'Reilly stated that he has seen everything and does agree.

Mr. Shaw inquired as to who has the power for years 4 and 5 regarding setting the fee. Mr. Stuto stated that Mr. O'Donnell would bring this back to the Board for approval at that time.

Mr. Gorman inquired as to whether or not we were happy with their performance. Mr. O'Donnell stated that he was very satisfied with AvPorts performance and that he could not say too much regarding the fee since AvPort management was present at the meeting. Mr. O'Donnell concluded by saying that the fee was attractive.

Mr. Shaw moved to authorize said contract extension. The motion was adopted unanimously.

#### **11.14 Lease Agreement with PASSUR Aerospace for a Rooftop Antenna**

Mr. O'Reilly recommended authorization of a Lease Agreement with PASSUR Aerospace for a Rooftop Antenna.

Mr. O'Reilly stated that PASSUR Aerospace is a company engaged in the business of providing aircraft flight tracking data for commercial and general aviation purposes. They sell data products to airport operators, fixed based operators, and commercial and general aviation aircraft operators. They would like to install an antenna on the Airport Terminal Building and sell us the data, but we have declined. In similar situations at other airports, PASSUR has offered to pay the Airport Operator for allowing them to install an antenna. The aircraft operator at the Airport can then enjoy the PASSUR data services they separately procure from PASSUR. NetJets is an example of one of our Airport customers that would enjoy the availability of PASSUR data at Albany. Limited research indicates that the fee of about \$3,000 is a typical fee PASSUR pays an airport to allow their antenna installation. Granting the antenna installation will allow PASSUR to provide service to aviation operators at the Albany International Airport.

Mr. Fitzgerald inquired as to who provides the power and whether or not it was expensive. Mr. O'Reilly stated that we provide the power and that he will be following the expense.

Mr. Whitehead inquired as to whether or not we need FAA approval. Mr. O'Reilly indicated that he did not know, but we would shut the antenna down immediately if we were instructed to by the FAA.

Chair Langdon stated that over time he would like to see the cost.

Mr. Whitehead moved to authorize said lease agreement. The motion was adopted unanimously.

#### **11.15 Lease Agreement with Allied Aircraft, LLC for ACAA Bldg. No. 201**

Chair Langdon stated that this item is deferred.

#### **11.16 Purchase Order: Two (2) 13 Passenger Airport Shuttle Buses**

Mr. O'Reilly recommended authorization of a Purchase Order: Two (2) 13 Passenger Airport Shuttle Buses, to be funded from Account No. 2190-Captial Equipment.

Mr. O'Reilly stated the pricing is based upon a competitively awarded contract by the State of Minnesota for cooperative municipal bus purchases. The request is being made for the purchase of one gasoline powered bus at \$53,536 and one natural gas powered bus at \$81,031 for a combined purchase cost of \$134,567. New York State has a contract price for a gasoline powered bus only, which is slightly higher than the Minnesota contract price. The Minnesota contract includes an option for a natural gas converted model as well. The natural gas model price differential of \$27,495 may be grant eligible. Our procurement guidelines allow the



utilization of contracts competitively awarded by other governmental entities. The Minnesota contract indicates that vendor pricing is 9% below pricing offered to the general public.

Mr. Gorman inquired as to what the shuttle was for. Mr. O'Reilly advised it was for Airport passengers.

Mr. Fitzgerald inquired as to whether we do our own maintenance and if we were subject to state inspections. Mr. O'Reilly advised that we do our own maintenance and we are subject to state inspections.

Mr. Fitzgerald moved to authorize said purchase order. The motion was adopted unanimously.

**11.17 Purchase Order: Two (2) 2011 Ford Ranger 4x4 LX Supercab 4-Door Trucks**

Mr. O'Reilly recommended authorization of a Purchase Order: Two (2) 2011 Ford Ranger 4x4 LX Supercab 4-Door Trucks, to be funded from Account No. 2190-Captial Equipment.

Mr. O'Reilly stated we would be purchasing the trucks from Warnock Fleet, which is the awarded NYS Contracted vendor for these vehicles. He stated these vehicles will be ordered and delivery is expected in 12-13 weeks. These new vehicles will be used by AvPorts staff. The vehicles being replaced will be auctioned off or sold as salvage in an effort to maintain the same number of vehicles in service.

Mr. Gorman inquired as to whether or not we were required to have a mandatory amount of equipment. Mr. O'Reilly stated that we do not have a mandatory number but that the Authority and AvPorts determine how much is needed and that it is on a five-year schedule of replacement.

Mr. Shaw moved to authorize said purchase order. The motion was adopted unanimously.

**11.18 Purchase Order: One (1) 2011 Chevrolet Tahoe**

Mr. O'Reilly recommended authorization of Purchase Order: One (1) 2011 Chevrolet Tahoe, to be funded from Account No. 2190-Capital Equipment.

Mr. O'Reilly stated we would be purchasing the Tahoe from Hoselton Chevrolet, which is the awarded NYS Contracted vendor for vehicles. He further stated this vehicle will be ordered and delivery should is expected in 12-13 weeks. This new vehicle will be assigned to the Airport Fire Chief and will replace an obsolete vehicle in the Airport fleet. The vehicle being replaced will be auctioned off or sold as salvage in an effort to maintain the same number of vehicles in service.

He also stated that this request was previously awarded by the Board at the November, 2010 meeting, but we had missed the delivery deadline.

Father Doyle moved to authorize said purchase order. The motion was adopted unanimously.

**12. Authorization of Change Orders**

Mr. O'Donnell recommended authorization of the following change order:

**12.1 Concurrence on Change Order No. 1 for Construction Contract No. 709GC: Parking Lot E – Automated Access Improvements with Lash Contracting, Inc.**

Mr. O'Donnell recommended authorization for Concurrence on Change Order Number 1 for Construction Contract No. 709GC: Parking Lot E – Automated Access Improvements with Lash Contracting, Inc., in the amount of \$21,421, to be funded from Capital Improvements Project Account No. 2161.

Mr. Whitehead moved to authorize said change order. The motion was adopted unanimously.

**13. Adoption of the 2011 Airport Operating Budget and Authorization to Transfer Funds from the ACAA to the ACAA OPEB Trust**

Mr. O'Reilly recommended Adoption of the 2011 Airport Operating Budget and Authorization to Transfer Funds from the ACAA to the ACAA OPEB Trust.

Mr. Shaw commented that this is a daunting task and Mr. O'Reilly and his staff should be commended for their time and effort. He stated the budget was easy to process and was open and transparent. He further stated that Mr. O'Reilly did a great job. Mr. Gorman seconded Mr. Shaw's comments.

Mr. Shaw moved to adopt the 2011 Airport Operating Budget and authorize said transfer of funds from the ACAA to the ACAA OPEB Trust. The motion was adopted unanimously.

**14. Adoption of Annual Board of Director's Evaluation per 2009 Public Authorities Reform Act**

Mr. Stuto recommended Adoption of Annual Board of Director's Evaluation per 2009 Public Authorities Reform Act.

Chair Langdon stated he would take over presentation of this Item. He stated that everyone should take this home and review. He further stated that it would be reviewed at the February meeting and comments would be shared then.

Chair Langdon moved to adopt said Annual Board of Director's Evaluation per 2009 Public Authorities Reform Act. The motion was adopted unanimously.

**15. Adoption of Policy for Board-Appointed Management Position – Chief Executive Officer per 2009 Public Authorities Reform Act**

Mr. O'Donnell recommended Adoption of Policy for Board-Appointed Management Position – Chief Executive Officer per 2009 Public Authorities Reform Act.

Father Doyle moved to adopt said Policy for Board-Appointed Management Position – Chief Executive Officer per 2009 Public Authorities Reform Act. The motion was adopted unanimously.

**16. Amendment of ACAA Personnel Handbook: Provision of Appropriate Incentive to Employees Eligible to Opt-Out of Health Insurance**

Mr. O'Donnell recommended an Amendment of ACAA Personnel Handbook: Provision of Appropriate Incentive to Employees Eligible to Opt-Out of Health Insurance

Mr. Fitzgerald moved to adopt said amendment of the ACAA Personnel Handbook, as amended, to add the following: "The Authority will compensate an employee to opt-out of the health plan. The employee must show evidence that he or she is covered under a qualified health insurance plan. The Chief Executive Officer shall determine, on an annual basis, the amount of compensation to be offered as an incentive for employees who choose to opt-out of the health plan. The incentive offered shall not exceed 25% of the estimated premium of insurance cost." The motion was adopted unanimously.

**17. Adoption of ACAA Procedures for Evaluation of Chief Executive Officer.**

Mr. O'Donnell advised that as Ginger was out for the week, this Item did not get into the book for review. He advised that this Item will be deferred, and will be delivered to Board Members for their review within the week.

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**Old Business**

None.

**New Business**

None

Chair Langdon requested a motion to go into Executive Session to discuss one real property matter.

Father Doyle moved to go into Executive Session. The motion was adopted unanimously.

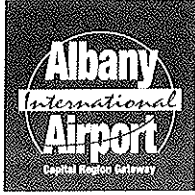
**Attorney-Client Privilege/Executive Session**

**ES-1 Real Property Matter**

Mr. Shaw moved to go out of Executive Session. The motion was adopted unanimously.

No action was taken.

There being no further business, the meeting was adjourned at 8:20 pm.



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**ALBANY COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING**  
**AGENDA**

**December 6, 2010**

**General:**

- 1. Chairman's Remarks**
- 2. Approval of Minutes**
- 3. Communications and Report of Chief Executive Officer**
- 4. Interesting Correspondence**

**Management Reports:**

- 5. Chief Financial Officer**
  - 5.1 Statistical and Financial Performance**
  - 5.2 Comparison of Enplanements**
  - 5.3 Summary of Airline Scheduled Flights and Markets**
  - 5.4 USDOT Arrival and Departure Statistics**
- 6. Project Development**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**
- 10. Business & Economic Development**

**Action Items:**

- 11. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 11.1 Contract Negotiations: Professional Services Contract No. S732: Runway 10-28 Taxiways "C", "K", "J", "H", "M", "N", "Q" and Air Cargo Apron Pavement Rehabilitation Design**
  - 11.2 Lease Amendment No. 2 to Lease No. L-527: 11 Northway Lane North (ACAA Bldg. No. 410) with H2 Pump LLC**
  - 11.3 Purchase Order: Painting in Building No. 117: Administration Offices**
  - 11.4 Professional Services Contract No. S689: Outside Legal Services**
  - 11.5 Lease Extension No. 2 to Lease No. – L-521: 55 Sicker Road (ACAA Bldg. No. 216) with Northeast Fiberglass Products, Inc.**



11. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments (*Cont'd.*)
  - 11.6 Lease Extension to Lease No. L-740: 16 Jetway Drive (ACAA Bldg. No. 109) with TRC, Inc.
  - 11.7 Lease No. – L-739: 11 Northway Lane North (ACAA Bldg. No. 412) with Phoenix Contracting Solutions, LLC
  - 11.8 Lease Extension to Lease No. L-741: Hangar #211, 85 Sicker Road with Colgan Air, Inc.
  - 11.9 Operating Permit: ABX Equipment & Facility Services, Inc.
  - 11.10 Purchase Order: Equipment Procurement - Upgrade for the Airport Voice Communication Hardware and Voice Mail System using OGS New York State Contract PT54087
  - 11.11 Purchase Order: Equipment Procurement - Data and Voice Transmission Lines from TW Telecom (Time Warner) for 36 Months Using New York State Contract PS63072
  - 11.12 Purchase Order: Duties Related to Airport Insurance and Risk Management
  - 11.13 Contract Extension and Modification: Airport Management Services Agreement
  - 11.14 Lease Agreement with PASSUR Aerospace for a Rooftop Antenna
  - 11.15 Lease Agreement with Allied Aircraft, LLC for ACAA Bldg. No. 201
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16. Amendment of ACAA Personnel Handbook: Provision of Appropriate Incentive to Employees Eligible to Opt-Out of Health Insurance
17. Adoption of ACAA Procedures for Evaluation of Chief Executive Officer

**Albany County Airport Authority  
Agenda: December 6, 2010**

**Old Business:**

**New Business:**

**Executive Session:**

**ES-1 Real Property Matter**

**Attorney-Client Privilege Matters:**