



ALBANY COUNTY AIRPORT AUTHORITY

ALBANY INTERNATIONAL AIRPORT
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ACAA
APPROVED
5/3/10

Minutes of the Regular Meeting of the Albany County Airport Authority

March 1, 2010

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, March 1, 2010 @ 6:30 PM in the 3rd Floor Conference Room of the main Terminal located at the Albany International Airport by Acting-Chair Elliott A. Shaw with the following present:

MEMBERS PRESENT

Acting-Chair Elliott A. Shaw
Rev. Kenneth J. Doyle
John A. Graziano, Jr.
Dorsey M. Whitehead

MEMBERS ABSENT

Chair David E. Langdon
Dennis Fitzgerald
Tony Gorman

STAFF

John A. O'Donnell
Bill O'Reilly
Ginger Olthoff
Peter F. Stuto
Margaret Herrmann

Doug Myers
Steve Iachetta
Helen Chadderdon
Denise Zieske

ATTENDEES

Joel Russell, AvPorts
Pam Day, Million Air
Eric Anderson, Times Union
Jim Amell, Marvin & Company, PC

Brian Barker, Architecture +
Stephanie Toderò, Architecture +
John Edwards, Sage Engineering
Peter Rea, NYSDOT

Acting-Chair Shaw noted there was a quorum.

1. **CHAIR'S REMARKS**

None

2. **MINUTES**

Mr. Whitehead moved to approve the February 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 March 2010.

Mr. O'Donnell also reported on the following:

- **FAA Noise Program – Program Guidance Letter (PGL):** A letter was received from the FAA advising the Authority that the issues surrounding the reimbursement of approximately \$200,000 to the FAA for certain noise properties (as determined as a result of the FAA PGL) have been resolved. He stated that the plan submitted to the FAA was approved and the property has been successfully transferred to Airport.

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 January 31, 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 performance for the period ended January 31, 2010.

Acting-Chair Shaw inquired as to how many flights had been cancelled last month and what was the impact of the weather-related cancellations.

Mr. O'Reilly stated that he didn't know the exact number of flights cancelled. He stated that there were diversions from other airports, as well as cancellations. He stated that cancellations have an impact on revenues received from landed weight and parking revenues, as well as additional costs incurred for snow removal, i.e., overtime and outside contractors.

Father Doyle stated that the cost per enplanement for Albany was ±\$8.00. He inquired as to how that matched up with other airports. Mr. O'Reilly stated that he had not benchmarked this recently. He stated, however, that Albany's cost per enplanement includes all service, i.e., janitorial, jet-bridge maintenance.

Mr. O'Donnell stated that he would consider the cost per enplanement at Albany within the medium to medium-high range. He stated that Albany and the other NYS airports have to contend with the costs for snow removal and associated overtime which results in a higher cost per enplanement. He stated that improvements are always being considered to lower costs.

6. Project Development

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

6.1 Presentation: Architecture Plus – Relocation of Departure Shop and Information Desk

Mr. O'Donnell introduced Mr. Brian Barker and Ms. Stephanie Todero from Architecture Plus, as well as Mr. John Edwards from Sage Engineering. He stated that Architecture Plus was the design consultant hired to relocate the Departure Shop from the 2nd floor to the 1st floor in the current location of the Information Desk, thereby, requiring relocation of the Information Desk, as well. He stated that construction is scheduled to begin in the summer with the actual relocation scheduled to be complete in September.

Mr. Barker reviewed a PowerPoint presentation of the Relocation of Departure Shop and Information Desk.

Father Doyle inquired as to whether there will be additional signage for the Information Desk since it is in a less prominent location. Mr. Barker stated that the current hanging sign for the Information Desk will be relocated to the new location, as well.

Mr. Graziano inquired as to the plans for the existing store location. Mr. O'Donnell stated that an RFP will be issued for a restaurant/café concession which will provide additional food and alcoholic beverage choices pre-security. He stated that there have been many inquiries and requests for additional food and beverage choices other than Dunkin Donuts. The RFP will require the concessionaire to pay for renovation costs.

Mr. Graziano inquired as to how this would affect the relationship with HMS Host. Ms. Chadderdon stated that HMS Host does have an interest in submitting a proposal for the site. She stated that there were several other interested parties. She stated that Villa Pizza has also expressed an interest in submitting a proposal.

Mr. Shaw inquired as to whether HMS Host had any concerns about taking revenue away from their operation. Ms. Chadderdon stated that she has spoke with representatives of HMS Host and they are not concerned particularly since the concession is located pre-security. Ms. Chadderdon stated that the opening time of the new location may be later in the morning so as not to compete with the Dunkin Donuts concession.

7. **Counsel**

Mr. Stuto stated that Financial Disclosure Statements are due May 15, 2010 to Albany County. He stated that Authority members would be receiving a package from Albany County and as a redundancy measure, the Authority office will also provide members with a packet. He stated that he will remind the Authority members of the due date at the May meeting.

8. **Concessions/Ambassador Program**

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

9. **Public Affairs Report**

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

10. **Business and Economic Development Report**

Ms. Zieske presented the Business and Economic Development Report for the month of March 2010.

ACTION ITEMS:

11. **Acceptance of Federal and State Grants**

11.1 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-107-10; NYSDOT PIN No. 1913.04: Replacement of Safety Equipment (High Capacity Snow Blower, Two Runway Snow Brooms and ARFF Truck (3,000 Gallon Capacity with High Volume Low Attack Turret) and Runway 19 Approach Obstruction (Tree) Removals and Property Acquisition – Phase Four

Mr. Iachetta recommended acceptance of Federal Airport Improvement Grant No. 3-36-0001-107-10; NYSDOT PIN No. 1913.04: Replacement of Safety Equipment (High Capacity Snow Blower, Two Runway Snow Brooms and ARFF Truck (3,000 Gallon Capacity with High Volume Low Attack Turret) and Runway 19 Approach Obstruction (Tree) Removals and Property Acquisition – Phase Four in the amount of \$2,254,527, as follows: Federal Share - \$2,141,800; State Share - \$56,363; and ACAA Share - \$56,364.

Father Doyle moved to authorize acceptance of said grant. The motion was adopted unanimously.

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

12.1 Purchase Order - Equipment No. E707: Two Replacement Runway Brooms under Federal General Services Administration Contract No. GS30F-1-19D

Mr. Iachetta recommended Purchase Order - Equipment No. E707: Two Replacement Runway Brooms under Federal General Services Administration Contract No. GS30F-1-19D

in the amount of \$836,944, to Oshkosh Corporation, to be funded from Capital Improvements Project Account No. 2190.

Mr. Shaw inquired as to how quickly this equipment would arrive. Mr. Iachetta stated that the specifications require delivery within 330 days; however, representatives from Oshkosh have made assurances that the equipment will be delivered by August prior to the next snow season.

Mr. Shaw inquired as to whether the equipment was built to order. Mr. Iachetta stated that the equipment will be built upon issuance of the Purchase Order.

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

12.2 Purchase Order – Equipment No. E706: Runway Snow Blower under Federal General Services Administration Contract No. GS30F-1-19D

Mr. Iachetta recommended authorization of Purchase Order – Equipment No. E706: Runway Snow Blower under Federal General Services Administration Contract No. GS30F-1-19D in the amount of \$524,591, to Oshkosh Corporation, to be funded from Capital Improvements Project Account No. 2190.

Mr. Graziano moved to authorize said Purchase Order. The motion was adopted unanimously.

12.3 Purchase Order – Equipment No. E705: Replacement ARFF Truck – 3,000 Gallon Capacity with High Volume Low Attack Turret under Federal General Services Administration Contract No. GX30F-0014S

Mr. Iachetta recommended authorization of Purchase Order – Equipment No. E705: Replacement ARFF Truck – 3,000 Gallon Capacity with High Volume Low Attack Turret under Federal General Services Administration Contract No. GX30F-0014S, in the amount of \$689,298.81 to Rosenbauer General Safety Equipment, to be funded from Capital Improvements Project Account No. 2190.

Mr. Graziano moved to authorize said Purchase Order. The motion was adopted unanimously.

12.4 Lease Agreement No. L699: Lease for Farm Land

Mr. Stuto recommended authorization of Lease Agreement No. L699: Lease for Farm Land as follows:

<i>Parcel</i>	<i>Lessee</i>	<i>Rent for Season</i>
<i>Parcel "A" 682a Albany Shaker Road. (30 Acres)</i>	<i>Edward Engel, III</i>	<i>\$2,500</i>
<i>Parcel "B" 682b Albany Shaker Road (14.3 Acres)</i>	<i>John K. Engel</i>	<i>\$1,272</i>
<i>Parcel "C" 214 Wolf Road (72 Acres – 20 Acres Suitable for Farming.)</i>	<i>George A. Vogt</i>	<i>\$1,600</i>

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

12.5 Contract Phasing Review: Professional Services Contract No. S541: Engineering/Design Services – Runway 10 FAR Part 77 Approach Obstruction (Tree) Removals – Phase Four with Clough Harbour & Associates

Mr. O'Donnell recommended authorization of Professional Services Contract No. S541: Engineering/Design Services – Runway 10 FAR Part 77 Approach Obstruction (Tree) Removals – Phase Four with Clough Harbour & Associates in the amount of \$68,600, to be funded from Capital Improvements Project Account No. 2116.

Mr. O'Donnell stated that this should be the last phase of the design for this project; however, there may be further analysis of the Shaker Ridge County Club property for trees that penetrate the approach. He stated that the original amount proposed was \$98,000 and after several conference calls, the amount has been reduced to \$68,600. He stated that completion of this project will result in compliance with FAA requirements.

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

12.6 Selection of Professional Services Contract No. S504A: Engineering Design and Survey Services – Proposed Taxiway "A" & Terminal Ramp Pavement Rehabilitation Improvements

Mr. Iachetta recommended authorization of selection of Stantec Consulting Services, Inc. with MJ Engineering & Land Surveying, PC, for Professional Services Contract No. S504A: Engineering Design and Survey Services – Proposed Taxiway "A" & Terminal Ramp Pavement Rehabilitation Improvements.

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

12.7 Professional Services Contract No. S504A: Engineering Design and Survey Services – Proposed Taxiway “A” & Terminal Ramp Pavement Rehabilitation Improvements

Mr. Iachetta recommended authorization to award Professional Services Contract No. S504A: Engineering Design and Survey Services – Proposed Taxiway “A” & Terminal Ramp Pavement Rehabilitation Improvements to Stantec Consulting Services, Inc. with MJ Engineering & Land Surveying, PC, in the amount of \$50,000, to be funded from Capital Improvements Project Account No. 2120 and 2126.

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

12.8 Addendum No. 2 to Specialized Aviation Services Operator and Hangar Lease No. L-604: North American Flight Services, Inc., 745 Albany-Shaker Road ACAA Bldg. No. 203

Ms. Zieske recommended authorization of Addendum No. 2 to Specialized Aviation Services Operator and Hangar Lease No. L-604: North American Flight Services, Inc., 745 Albany-Shaker Road ACAA Bldg. No. 203 to extend the contract for one year and expands the assigned area by an additional 1,014 square feet. Annual rent will be \$38,597.65.

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

12.9 Service Contract No. SC656: Janitorial Services

Mr. O’Donnell recommended authorization to award Service Contract No. SC656: Janitorial Services to the New York State Industries for the Disabled, Inc., Member Agency: The Altamont Program as follows:

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|---|--|
| (1) <u>T-Hangar Facility:</u> | 360 Old Niskayuna Road, Latham, New York
Estimated Square Footage: 460 sq. ft.
\$4,135.05 – Annually |
| (2) <u>NYS Police Aviation Facility:</u> | 739 Albany Shaker Road, Latham, New York
Estimated Square Footage: 84,620 sq. ft.
\$37,359.35 - Annually |
| (3) <u>Airfield Maintenance Facility:</u> | 130 Sicker Road, Latham, New York
Estimated Square Footage: 5,000 sq. ft.
\$14,998.20 – Annually |

Mr. Shaw inquired if this was a group associated with NYS Office of General Services (OGS). Mr. O’Donnell stated that NYSOGS is required to review and approve the contract. He stated that he fully anticipates approval by OGS.

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

13. Authorization of Runway 10 Approach/28 Departure FAR Part 77 Surface Avigation Easement: Acquisition of Air Rights over 983 Watervliet Shaker Road: Memorys Garden Cemetery (Westerly Portion)

Mr. O'Donnell stated that this item would be deferred until the next meeting, as Chairman Langdon would like to be present for discussion on this item. There were no objections.

14. Acceptance of Financial & Audit Items

- 14.1 Review and Acceptance of Authority's Fifteenth Comprehensive Annual Financial Report, as of, and for the Year Ended, December 31, 2009, Together with the Audit and Compliance Reports of Marvin and Company, P.C., Certified Public Accountants**
- 14.2 Review and Acceptance of Marvin and Company, P.C. Letter Regarding Information Related to Their Conduct of the Audit Required under Generally Accepted Auditing Standards**
- 14.3 Review and Acceptance of Airline Rates and Charges Settlement and Revenue Sharing Transfer Calculation for 2009**
- 14.4 Review and Acceptance of Albany County Airport Authority Annual Investment Report for the Fiscal Year Ending December 31, 2009**
- 14.5 Review of Albany County Airport Authority OPEB Trust (A Component Unit of the Albany County Airport Authority) Financial Statements for the Short Period Ended December 31, 2009 - Unaudited**

Mr. Shaw stated that Items 14.1 through 14.5 would be deferred to a Special Meeting in mid-March. There were no objections.

New Business:

None

Attorney-Client Privilege/Executive Session

None

There being no further business, the meeting was adjourned at 7:44 pm.