Minutes of the Regular Meeting of the Albany County Airport Authority  

December 7, 2009

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, December 7, 2009 @ 6:00 PM in the 3rd 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  
Dennis Fitzgerald  
Tony Gorman  
John A. Graziano, Jr.  
Elliott A. Shaw

MEMBERS ABSENT

Dorsey M. Whitehead

STAFF

John A. O’Donnell  
Bill O’Reilly  
Ginger Olthoff  
Peter F. Stuto  
Richard M. Meyers  
Doug Myers  
Steve Iachetta  
Helen Chadderdon  
Denise Zieske

ATTENDEES

Joel Russell, AvPorts  
Pam Day, Million Air  
Eric Anderson, Times Union  
Kimberly Herrara, TSA  
Brian Johanssen, TSA  
“Flat Stanley”

Chair Langdon noted there was a quorum.
1. **CHAIR'S REMARKS**

Chair Langdon welcomed “Flat Stanley” to the Albany International Airport. He noted that “Flat Stanley” did not fly into the Airport but instead arrived via the US Postal Service.

Chair Langdon stated that approval of the minutes would be deferred until after the presentation of a gift from the Airport Authority to Kimberly Herrera of the TSA.

Mr. O’Donnell stated that the Transportation Security Administration (TSA) has named Albany Transportation Security Officer (TSO) Kimberly Herrera as the agency’s “Employee of the Year” for 2009. This award recognizes the TSA employee who exhibits exemplary achievement in job performance, making outstanding contributions to the government and community throughout the year. Herrera accepted her award in November during the TSA’s 8th Annual Honorary Awards Ceremony in Arlington, Virginia.

Kim Herrera has been with TSA for seven years. During her tenure with the agency, she has continually demonstrated herself to be a model security officer. In January 2008, Herrera took on the job of TSA uniform coordinator at Albany in addition to her duties as a TSO. In this role, Ms. Herrera launched an initiative to provide outdated TSO uniforms and jackets to homeless Veterans in the greater Albany area. She has subsequently assisted thirty airports nationwide in starting similar programs for Veterans.

Prior to joining TSA, Herrera served eight years in the United States Army and was stationed in Germany and California, serving in Air Defense Artillery and Military Police. While in the military, she was also deployed to Saudi Arabia, Bosnia and Afghanistan and earned a degree in Business Management from the University of Maryland (European Division).

Mr. O’Donnell introduced Mr. Brian Johanssen, FSD of the TSA who stated that Ms. Herrera has worked diligently over the past few years on the initiative to assist homeless Veterans in need. He stated that over 5,000 pieces of clothing will be distributed throughout New York State.

Mr. O’Donnell presented a plaque from the Airport Authority to Ms. Herrera in honor of her service and achievement in providing much needed assistance to our Veterans.

Chair Langdon referred back to Item No. 2 Minutes.

2. **MINUTES**

Mr. Graziano moved to approve the November 2, 2009 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 2009.
Mr. O'Donnell also reported on the following:

- **United Announces the Addition of Flights:**
  - 1/3/09 – Regional Jet to Chicago
  - 2/6/09 – Regional Jet to Chicago (Friday & Sunday Only)
  - 1/3/09 – Return of a Mainline Full-Sized Jet to Replace Regional Jet Service

- **2010-2014 Five-Year Capital Plan:** The Albany County Legislature’s Mass Transit Committee will recommend approval of the Authority’s Five-Year Capital Plan to the full Albany County Legislature at its meeting this evening.

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 31, 2009
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 October 31, 2009.

Mr. Fitzgerald referred to the Airline’s final settlement bill in the amount of $513,000. He inquired as to the likelihood of the number changing, Mr. O’Reilly stated that efforts are continuing to bring that number down; however, if the decline in landed weights, parking revenue and FBO revenue continues, this number could be affected.

Mr. Gorman inquired as to whether the decline in parking revenue was in direct relationship to the decline in enplanements. Mr. O’Reilly stated that it is likely that due to the downturn in the economy, passengers are being dropped off and picked-up to save on parking fees.

Mr. Gorman referred to the savings of $684,000 in electric and gas service. Mr. O’Reilly stated that utility costs have dropped over the year. He stated that he did bid out the gas service and was in the process of completing the RFP for electric service. He stated that he was anticipating further savings in 2010.

Mr. O’Reilly reviewed a power point presentation on the proposed 2010 Operating Budget. He stated that there was little change from the Preliminary Budget which was submitted in September. He stated that the assumptions used in the 2010 Budget were flat
with decreased revenues and expenditures for 2010. The projected revenue sharing with the airlines is $1.1 million.

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of December 2009.

7. Counsel

Mr. Stuto reported on the NYS Legislation that was passed entitled: Public Authority Reform Act of 2009.

Chair Langdon stated that he was aware that the Airport Authority was added to the bill very late in the process. He requested a staff review of the details of the legislation and, if possible, to ascertain why the decision was made late in the process to include the Airport Authority.

Mr. Stuto stated that he would do so and report back at a future meeting.

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Program Report for the month of December 2009.


Mr. Myers presented the Public Affairs Report for the month of December 2009.


ACTION ITEMS:


11.1 General Aviation Catering Agreement with The Century House, Inc.

Ms. Zieske recommended authorization of General Aviation Catering Agreement with The Century House, Inc., for catering services to be provided at Million Air. This is a 1-year agreement with a twenty percent privilege fee on all catering services.

Mr. Shaw moved to authorize said agreement. The motion was adopted unanimously.
11.2 Lease Extension to Lease No. L527: 11 Northway Lane North – ACAA Bldg. No. 410 with H2 Pump LLC

Ms. Zieske recommended authorization of Lease Extension to Lease No. L527: 11 Northway Lane North – ACAA Bldg. No. 410 with H2 Pump LLC, for a 1-year period. The rent will increase to $3,514.08 on January 1, 2010.

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

11.3 Lease Extension No. 2 to Lease No. L497: 11 Northway Lane North – 2nd Floor with Outside Storage – ACAA Bldg. No. 410 with Lash Contracting, Inc.

Ms. Zieske recommended authorization of Lease Extension No. 2 to Lease No. L497: 11 Northway Lane North – 2nd Floor with Outside Storage – ACAA Bldg. No. 410 with Lash Contracting, Inc. This is a 2-year extension with a 3.5% COLA added on June 1, 2010 and any anniversaries thereafter.

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

11.4 Lease Extension No. 4 to Lease No. L498: 68 Sicker Road – ACAA Bldg. No. 215 with Kovatch Mobile Equipment Corp.

Ms. Zieske recommended authorization of Lease Extension No. 4 to Lease No. L498: 68 Sicker Road – ACAA Bldg. No. 215 with Kovatch Mobile Equipment Corp. This is a 2-year extension with a 3.5% COLA added on January 1, 2010 and any anniversaries thereafter.

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

11.5 Construction Contract No. 686E: Parking Garage Lighting Retrofit

Mr. O'Donnell recommended authorization of award of Construction Contract No. 686E: Parking Garage Lighting Retrofit to Brunswick Electric, Inc., in the amount of $155,625, to be funded from Capital Improvement Project Account No. 2152. Mr. O'Donnell noted that the engineer’s recommendation letter and DBE compliance letter were included in the record.

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

11.6 State of New York Contracts and County of Albany Contracts

Mr. O'Reilly recommended authorization to make purchases using State of New York Contracts for:

- Gasoline & E-85 (Group # 05600)
- Fuel Oil, Heating (Group #05500)
- Oil, Lubricating (Group #05700)
- Diesel Engine Fuel (Group # 05602)
and authorization to make purchases using Albany County Contracts for:

Tires and Tubes (RFB # 905TIRE)

Mr. O'Reilly noted that the following item included on Page 2 of the Request for Authorization should be deleted, as it was included in error:

Small Package Delivery, Group # 79011, Contract Period 1/2/09 – 12/31/13

Mr. Graziano moved to authorize use said NYS and County contracts. The motion was adopted unanimously.

11.7 Purchase Order: Airport Insurance and Risk Management Duties with Maggs and Associates

Mr. Stuto recommended authorization of a Purchase Order for Airport Insurance and Risk Management Duties with Maggs and Associates, in the amount of $30,000, for the period January 1, 2010 through December 31, 2010 to be funded from the Airport Operating Budget.

Chair Langdon and Mr. Fitzgerald requested a detailed report on the indemnity insurance for Airport officials and any exclusions included in the policy. Mr. Stuto will provide said report.

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

11.8 Professional Services Contract No. SC681: Market & Lease of Former Eclipse Aviation Facility (ACAA Building #119)

Ms. Zieske recommended authorization of award of Professional Services Contract No. SC681: Market & Lease of Former Eclipse Aviation Facility (ACAA Building #119) to NAI Platform. The contract amount will be a variable fee depending upon the term of the lease obtained and the value of the rent. The agreement will be contingent upon successful negotiations that the total commission does not exceed $180,000 for a five year lease, lesser amounts would be paid for shorter terms and lower rents and will not exceed 6% of the total rent to be collected in the initial lease term.

Ms. Zieske stated that a Request for Proposal was issued and advertised both locally and nationally for real estate brokerage services to market and lease the former Eclipse Aviation Facility. Three proposals were received in response to the request. The Authority believes that hiring a commercial real estate firm to market the property is the best way to identify a qualified tenant for the space. The evaluation committee reviewed the three proposals and met with representatives of each firm. The committee recommends that the Authority enter into a contract with NAI Platform. Approval is requested to negotiate and enter into a contract with NAI Platform based on the maximum contract value stated above. The contract will be reviewed and approved by Counsel and will be brought to the next Authority Board for informational purposes. It is believed that time is of the essence to begin marketing this available property.
Chair Langdon inquired as to why NAI Platform was selected. Mr. O’Donnell stated that during the interview process they appeared to be the most aggressive team with a national reach. Ms. Zieske stated that NAI also has a very good system of electronic reporting that will demonstrate who NAI is talking to and what efforts they are making.

Chair Langdon requested regular updates on the reporting submitted by NAI.

Mr. Gorman stated that he would like to hear from NAI Platform regarding their program. Mr. O’Donnell stated that he would have them in for a presentation.

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

12. Authorization of Change Orders

Mr. O’Donnell recommended authorization of the following change orders:

12.1 Construction Contract No. 669 DEM: Demolition & Site Restoration – 1043 Troy-Schenectady Road & 474 Old Niskayuna Road with Dan’s Hauling & Demo

Change Order No. 1 to Construction Contract No. 669 DEM: Demolition & Site Restoration – 1043 Troy-Schenectady Road & 474 Old Niskayuna Road with Dan’s Hauling & Demo, in the additional amount of $3,300, to be funded from Capital Improvements Account No. 2550.

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


Mr. Iachetta stated that Items 13.1, 13.2 and 13.3 have previously been approved at the June 2009 meeting; however, since that time, New York State has requested a revision in the PIN number assigned to these grants. Mr. Iachetta recommended re-authorization of these grants with the new PIN numbers, as noted below:

13.1 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-104-09; NYSDOT PIN No. 1913.01 (Revised PIN): Airport Snow Removal Equipment Procurement (Runway Broom and Plow Truck Sander)

13.2 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-105-09; NYSDOT PIN No. 1913.02 (Revised PIN): Runway 01 Protection Zone Property Acquisition

13.3 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-106-09; NYSDOT PIN No. 1913.03 (Revised PIN): Runway 19 Obstruction (Tree) Removals and Property Acquisition – Phase 3

Mr. Shaw moved to re-authorize said grants with revised PIN numbers. The motion was adopted unanimously.

13.4 Concurrence with Federal Program Guidance Letter 08-02 Property Disposition Noise Land Reuse Plan for Noise Compatibility Program Parcels

Mr. Iachetta recommended Concurrence with Federal Program Guidance Letter 08-02 Property Disposition Noise Land Reuse Plan for Noise Compatibility Program Parcels, as follows:
### ACAA Cost/ Revenue Allocation Range:

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$104,000 - $130,000</td>
<td>Parking Lot “E”(portion)</td>
</tr>
<tr>
<td>$145,538 to $181,924</td>
<td>“Control Tower Ice Cream” Lease</td>
</tr>
<tr>
<td>$192,000 to $240,000</td>
<td>388 Old Niskayuna Rd.-Market Sale</td>
</tr>
</tbody>
</table>

The 2.66 acre Economy Parking Lot “E” landlocked portion is to be disposed of through formal conversion to airfield equipment staging and parking use. The “Control Tower Ice Cream” Lease is on a 3.5 acre parcel and has been approved for a long-term land lease as “Control Tower Ice Cream and Amusements.” The 2.2 acre parcel known as 388 Old Niskayuna Road, at the corner of Sicker Road, will be placed on the market for sale at current fair-market value. Disposal of the State 10% allocation of the subject 2.2 acre vacant land valuation may be returned to the State pending market sale. The proceeds from conversion of the two former noise program assemblages are proposed to be reallocated to the dedicated noise program account to support future eligible Airport activities in conformance with PGL 08-02 and applicable Federal and State grant assurances.

Mr. O’Reilly referred to the Request for Authorization form and noted that the Fiscal Impact - Funding section was completed indicating an AIP funding source. This is not accurate and should be deleted from the request form, as the Airport is paying back the funds.

Mr. O’Donnell summarized as follows:

- Parking Lot E – The Airport will place approximately $104,000 into an Airport noise account for future use in acquiring noise properties.
- “Control Tower Ice Cream” – The Airport will place approximately $148,000 into an Airport noise account for future use in acquiring noise properties. All future lease payments will be unrestricted operating funds.
- 388 Old-Niskayuna Road – Will be placed on the open market for sale. Consideration may be given at some time in the future for the Airport to purchase the land.

Chair Langdon inquired if the Old Niskayuna Road property is currently up for sale. Ms. Zieske stated that the property is currently listed for sale through the Airport Realty Company.

Chair Langdon suggested that the Airport purchase the property. Mr. O’Donnell stated that this will be considered and pre-approval by the FAA will be required.

Mr. Graziano moved to authorize concurrence with the Federal Program Guidance Letter 08-02 Property Disposition Noise Land Reuse Plan for Noise Compatibility Program Parcels, as stated. The motion was adopted unanimously.

### 13.5 Acceptance of Airport Improvement Program Grant No. 3-36-0001-102-09; NYSDOT PIN No. 1913.95: Runway 28 Obstruction (Water Tank) Removal – Phase 3

Mr. Iachetta recommended Acceptance of Airport Improvement Program Grant No. 3-36-0001-102-09; NYSDOT PIN No. 1913.95: Runway 28 Obstruction (Water Tank) Removal – Phase 3 in the amount of $1,085,155, as follows: Federal Share - $1,030,897; State Share - $27,129; and ACAA Share - $27,129.
Mr. Iachetta stated that this item has previously been approved at the February 2009 meeting; however, since that time the Stimulus Grant for this project was increased to cover costs initially included in this grant. Therefore, the grant amount has been reduced to reflect this change.

Mr. Shaw moved to authorize acceptance of said grant. The motion was adopted unanimously.

13.6 **Acceptance of Amendment No. 1 to Federal Airport Improvement Program Grant No. 3-0001-98-08; NYSDOT PIN 1913.91: Runway 28 Obstruction (Water Tanks) Removal; Phase 2**

Mr. Iachetta recommended Acceptance of Amendment No. 1 to Federal Airport Improvement Program Grant No. 3-0001-98-08; NYSDOT PIN 1913.91: Runway 28 Obstruction (Water Tanks) Removal; Phase 2 in the amount of $552,888, as follows: Federal Share - $525,245; State Share - $13,821; and ACAA Share - $13,822.

Mr. Gorman moved to authorize acceptance of said grant. The motion was adopted unanimously.

14. **Adoption of 2010 Airport Operating Budget**

Mr. O’Reilly recommended adoption of the 2010 Airport Operating Budget based upon the Finance Committee’s recommendation to proceed. Mr. O’Reilly stated that the Finance Committee met in a joint session with the Audit Committee on November 23, 2009 and reviewed the Airport Operating Budget in detail and moved to recommend approval at this evening’s meeting.

Mr. Shaw moved to authorize adoption of the 2010 Airport Operating Budget. The motion was unanimously adopted.

15. **Authorization of Creation and Funding of OPEB Trust**

Mr. Stuto recommended authorization to enter into an “OPEB” Trust Agreement and to appoint William J. O’Reilly as Trustee and to fund the trust in the amount of $777,277.91.

Mr. Stuto stated that this was discussed briefly at the joint Finance and Audit Committee meeting held on November 23, 2009. He stated that The Governmental Standards Accounting Board (“GASB”) has issued GASB Statements 43 and 45, which establish standards for accounting and financial reporting of state and local governmental employers’ obligations to provide Other Post Employment Benefits (“OPEB”). GASB 43 and 45 require the Authority (among other things) to report as a liability the actuarially determined present value of its accrued liability for OPEB, to the extent not funded by the Authority, subject to amortization over a period not exceeding (30) thirty years. The Authority’s liability, under current assumptions, has been calculated as $3,226,067. The Authority has amortized that liability over thirty (30) years. This actuarially determined liability requires an annual contribution of $437,689. to amortize this liability and fund the current year expense. The Authority has deposited that amount into an OPEB account in 2008 and 2009 to date so that $777,277.91 (as of December 1st) is currently in the OPEB account. Although these amounts are deposited in an account titled OPEB, they remain available to pay all general operating and maintenance expenses of the Authority and do not qualify as contributions to fund the OPEB liability.
Upon creation of an OPEB Trust, which is irrevocable, amounts deposited in the OPEB trust will reduce the unfunded OPEB liability. Authorization is also requested to appoint the Chief Executive Officer the “Authorized Officer” under the Trust. The Authorized Officer is authorized to give directions to the Trustee under the Trust Agreement.

Mr. Fitzgerald inquired as to who did the actuarial work. Mr. O'Reilly stated that Milliman, an online tool, was used, and this was reviewed by Marvin & Company.

Mr. Graziano moved to authorize entering into an “OPEB” Trust Agreement, to appoint William J. O'Reilly as Trustee, to appoint the Chief Executive Officer as the “Authorized Officer” under the Trust, and to fund the trust in the amount of $777,777.91. The motion was adopted unanimously.

16. **Authorization of Investment Policy for OPEB Trust Funds**

Mr. O'Reilly recommended adoption of an Investment Policy for effectively supervising, monitoring and evaluating the investment assets of the Trust. He stated that the Policy intends to document the Authority’s investment objectives, performance expectations and investment guidelines for Trust assets; establish an appropriate investment strategy for managing all Trust assets, including an investment time horizon, risk tolerance ranges and asset allocation; establish investment guidelines to control overall risk and liquidity, within the agreed upon investment strategy; establish periodic performance reporting requirements that will effectively monitor investment results and ensure that the investment policy is being followed; and comply with all fiduciary, prudence, due diligence and legal requirements for Trust assets.

The Trust’s objectives are based on a 20-year investment horizon so that interim fluctuations are viewed with appropriate perspective. Trust should allocate assets in accordance with the targets for each asset class as follows:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Asset Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Income</td>
<td>0% - 60%</td>
</tr>
<tr>
<td>Cash Equivalent</td>
<td>5% - 100%</td>
</tr>
<tr>
<td>Domestic Equity</td>
<td>0% - 60%</td>
</tr>
<tr>
<td>11.01. International Equity</td>
<td>0% - 60%</td>
</tr>
<tr>
<td>Other Equity</td>
<td>0% - 20%</td>
</tr>
</tbody>
</table>

Chair Langdon stated that the Investment Policy appeared to be conservative and he was in agreement with having a conservative policy given current economic conditions. He stated that the policy can be amended in the future if conditions warrant.

Mr. Shaw moved to adopt said OPEB Investment Policy. The motion was adopted unanimously.
16.1 Authorization of OPEB Benefit Plan

Mr. O’Donnell recommended adoption of the Other Post-Employment Benefit Plan – Health Insurance Continuation for Eligible Employees (“Plan”). The Plan is modeled after that provided to New York State employees. The general eligibility requirement for health insurance benefits is ten years of service with the Authority for “Full-Time Salary Employees” and the equivalent service (pro rata credit) from “Part-Time Salary Employees.” Premium contribution shall be the same as contributed during employment and provision is made for benefits for spouses, domestic partners and dependents.

Mr. Shaw moved to adopt said OPEB Benefit Plan. The motion was adopted unanimously.

17. Authorization of Amendments to the Authority’s Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions Adopted April 7, 2008

Mr. O’Reilly recommended authorization of Amendments to the Authority’s Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions Adopted April 7, 2008.

Mr. Fitzgerald stated that he was totally in favor of raising the thresholds for receiving quotes. He stated that he did have a question related to an earlier change order item; whereby, the change order amount brought forward for Authority approval was a small percentage of the overall contract. He inquired why approval of such a small amount was required by the Authority. He stated that elimination of the need for such small approvals would streamline and lighten the work load for staff.

Mr. O’Donnell stated that a large majority of the contracts and change orders issued are for Federal/State projects which require approval by the Authority for funding purposes.

Chair Langdon stated that for those contracts not federally funded, this issue could be reviewed by the Finance and Audit Committee in the future.

Mr. O’Donnell stated that he was in favor of presenting all change orders since he believed it was not a burden to the project schedules. In addition, Mr. O’Donnell stated that having full disclosure and an open process was preferred.

Mr. Fitzgerald moved to authorize said amendments to the Authority’s Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions Adopted April 7, 2008. The motion was adopted unanimously.

18. Authorization of Amendments to the Authority’s Investment Guidelines

Mr. O’Reilly recommended authorization of Amendments to the Authority’s Investment Guidelines Policy that was adopted in 1994. Mr. O’Reilly stated that the Public Authorities Law requires an annual review of the Authority’s Investment Guidelines. Marvin and Company will provide an Investment Audit Report for compliance with requirements of the NYS Comptroller’s Office and the Public Authorities Law.

Mr. Graziano moved to authorize said amendments to the Authority’s Investment Guidelines. The motion was adopted unanimously.
19. **Authorization of Escrow Deposit Agreement for Advance Payment of EFC Obligations**

Mr. O'Reilly recommended authorization of Escrow Deposit Agreement for Advance Payment of EFC Obligations. Authorization is requested to make advance payment (December 2009) in escrow in the amount of $510,859.70 for payment of obligations due to the NYS Environmental Facilities Corporation in 2010, and to enter into an Escrow Deposit Agreement with HSBC Bank USA, NA as Escrow Agent. Funds will be deposited with the Escrow Agent in December 2009. The Escrow Agent will make the payment to EFC when due.

The reason for the advanced payment is to ease debt service requirements in 2010 and to reduce landing fees in 2010. The Authority is required under its Master Bond Resolution and under the Airline Use and Lease Agreement to maintain a 1.25 debt service coverage ratio. That is, Revenues less Operating and Maintenance expenses must be no less than 1.25 of Debt Service requirements, net of Passenger Facility charge, funds applied to debt service. By funding in escrow the 2010 EFC payment in 2009, the applicable bonds will be defeased in 2009 which will ease the debt service requirement and provide a cushion for the debt service coverage requirement.

The Authority will transfer $130,332.00 from its debt service fund and $380,528.00 from Authority capital funds. Upon satisfaction of the final payment to EFC in July of 2010, the Authority will receive the maturing debt service reserve fund of $237,494.00 plus interest which will be returned to the capital project funds. The net use of capital project funds will be approximately $143,000.00 after release of debt service reserves and anticipated excess escrow funds.

Mr. Graziano moved to authorize said Escrow Deposit Agreement. The motion was adopted unanimously.

20. **NextGen Presentation – Informational Only**

Chair Langdon stated that this item would be deferred until the February 2010 meeting. There were no objections.

**Old Business:**

None

**New Business:**

None

**Attorney-Client Privilege/Executive Session**

None

There being no further business, the meeting was adjourned at 7:49 pm.
ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING
AGENDA

December 7, 2009

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:


   11.1 General Aviation Catering Agreement with The Century House, Inc.
   11.2 Lease Extension to Lease No. L527: 11 Northway Lane North – ACAA Bldg. No. 410 with H2 Pump LLC
   11.3 Lease Extension No. 2 to Lease No. L497: 11 Northway Lane North – 2nd Floor with Outside Storage – ACAA Bldg. No. 410 with Lash Contracting, Inc.
   11.4 Lease Extension No. 4 to Lease No. L498: 68 Sicker Road – ACAA Bldg. No. 215 with Kovatch Mobile Equipment Corp.
11. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments (Cont’d.)

11.5 Construction Contract No. 686E: Parking Garage Lighting Retrofit
11.6 Purchases Using State of New York Contracts and County of Albany Contracts
11.7 Purchase Order: Airport Insurance and Risk Management Duties with Maggs and Associates
11.8 Professional Services Contract No. SC681: Market & Lease of Former Eclipse Aviation Facility (ACAA Building #119)

12. Authorization of Change Orders

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13.2 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-105-09; NYSDOT PIN No. 1913.02 (Revised PIN): Runway 01 Protection Zone Property Acquisition
13.3 Acceptance of Federal Airport Improvement Grant No. 3-36-0001-106-09; NYSDOT PIN No. 1913.03 (Revised PIN): Runway 19 Obstruction (Tree) Removals and Property Acquisition – Phase 3
13.4 Concurrency with Federal Program Guidance Letter 08-02 Property Disposition Noise Land Reuse Plan for Noise Compatibility Program Parcels
13.5 Acceptance of Airport Improvement Program Grant No. 3-36-0001-102-09; NYSDOT PIN No. 1913.95: Runway 28 Obstruction (Water Tank) Removal – Phase 3
13.6 Acceptance of Amendment No. 1 to Federal Airport Improvement Program Grant No. 3-0001-98-08; NYSDOT PIN 1913.91: Runway 28 Obstruction (Water Tanks) Removal; Phase 2

14. Adoption of 2010 Airport Operating Budget

15. Authorization of Creation and Funding of OPEB Trust

16. Authorization of Investment Policy for OPEB Trust Funds

16.1 Authorization of OPEB Benefit Plan
17. Authorization of Amendments to the Authority’s Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions Adopted April 7, 2008

18. Authorization of Amendments to the Authority’s Investment Guidelines

19. Authorization of Escrow Deposit Agreement for Advance Payment of EFC Obligations

20. NextGen Presentation – Informational Only

Old Business:

None

New Business:

Executive Session:

Attorney-Client Privilege Matters: