Minutes of the Regular Meeting of the Albany County Airport Authority

November 2, 2009

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, November 2, 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
John A. Graziano, Jr.
Elliott A. Shaw
Dorsey M. Whitehead

**MEMBERS ABSENT**

Tony Gorman

**STAFF**

John A. O’Donnell
Bill O’Reilly
Ginger Olthoff
Peter F. Stuto

Doug Myers
Steve Iachetta
Helen Chadderdon
Denise Zieske

**ATTENDEES**

Henry E. Dennis, Jr.
Joel Russell, AvPorts
Pam Day, Million Air
Eric Anderson, Times Union

Mark Bagdon, Novus Engineering
Jack Tabner, Esq., Park Ride N’ Fly
Peter Rea, NYSDOT

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

Chair Langdon recognized Henry E. Dennis, Jr., for serving as an Authority member for 9 years, noting that Mr. Dennis had resigned as a member effective November 1, 2009. Chair Langdon stated that Mr. Dennis was initially appointed in 2000, the same year that Southwest Airlines began service in Albany.

Chair Langdon presented a plaque to Mr. Dennis that reads as follows:

Henry E. Dennis, Jr.
Albany County
Airport Authority
Board
2000-2009

In grateful recognition of your leadership,
Service and dedication to the
Albany International Airport
and the air travelers of
the Capital Region of New York

Chair Langdon also presented a 3-season jacket with an embroidered Airport logo and dates of service to Mr. Dennis.

2. **MINUTES**

Mr. Whitehead moved to approve the September 14, 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 November 2009.

Mr. O’Donnell also reported on the following:

- **Airline Affairs Committee Meeting**: A meeting was held with the Airline Affairs Committee on October 29, 2009 to review the preliminary 2010 budget. Southwest Airlines’ representative, Steve Sisneros, is the Chair of the Committee since Southwest is the dominant carrier at Albany. The meeting went very well and the airlines were complimentary regarding the efforts that have been made and will continue to be made to reduce costs, i.e., Authority staff reductions and made inquiries about the biometric time clock system. Mr. Sisneros recommended that the current Airline Use and Lease agreement be extended by all airlines for another 5-year period. The airlines are required to notify the Authority 6 months in advance of the termination date (December 31, 2010) of their intent to extend the agreement and to advise of any revisions to their space requirements. The Committee agreed that any changes in the Airline Use and Lease agreement should be addressed by a letter amendment.
Chair Langdon referred to the item related to the Airline Affairs Committee meeting and stated that he was happy to hear that the airlines were complimentary and will be extending the contract. Chair Langdon stated that this was of great concern to the Authority members and he expressed gratitude to Mr. O’Donnell, Mr. O’Reilly and staff on a job well done.

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 September 30, 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 September 30, 2009.

Mr. O’Reilly reported that the net due from the airlines as of September 30, 2009 was $355,000 which was down from June when the net due was $528,000. He stated that the airlines had been advised of this at the Airline Affairs Committee meeting.

Chair Langdon referred to the Summary of Airline Scheduled Flights and Markets and inquired as to whether a notation could be added if an additional flight is a return of prior service. Mr. O’Reilly agreed to do this.

Mr. Shaw referred to the fact that long term debt has increased. Mr. O’Reilly stated that the long term debt increased due to the accrual of interest between semi-annual bond payment dates and it will be reduced in December as annual principal and additional semi-annual interest payments are made through the end of the year.

6. Project Development

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

Mr. Iachetta also reported on the following:

- **Roundabout**: The Roundabout located at the intersection of State route 155, Old Niskayuna Road, Old wolf road and Watervliet Shaker Road is substantially complete. Completion of the Roundabout will allow direct access to Lot E from the Northway Exit 5.
Meeting with FAA: The annual meeting with the FAA’s New York Airport District Office will be held on Tuesday, November 10, 2009 where the Capital Program will be reviewed for eligible 2010-2013 AIP funding.

6.1 Presentation on Energy Efficient Lighting Fixtures in Parking Garage

Mr. O’Donnell introduced Mr. Mark Bagden, the President of Novus Engineering.

Mr. Bagden reviewed a Powerpoint Presentation on the Parking Garage Lighting Retrofit Project. He stated that the project objectives were to save energy, improve light levels and quality and reduce maintenance issues. He stated that an energy savings analysis and lighting fixture analysis were undertaken and based upon these analyses the Fluorescent (New T5HO Fixture) was selected to be used for the lighting retrofit to replace the 100w Metal Halide lamps currently in place.

Mr. Bagden also reported on energy conservation initiatives that were offered by NYS Energy Research & Development Authority (NYSERDA):

- **FlexTech**: 50% cost sharing under Flexible Technical Assistance (FlexTech) to implement the lighting study which saved the Airport approximately $21,000; and
- **Existing Facilities Program**: Additional NYSERDA support for Performance Based electric savings of $0.12 kWh which will result in a $77,000 incentive.

Mr. Fitzgerald inquired as to over what period of time the incentive was paid out. Mr. Bagden stated that he was not quite sure but would contact NYSERDA to get the answer.

Mr. Fitzgerald inquired as to how long the selected fixture has been in use in the industry. Mr. Bagden stated that the T5 is the next generation fluorescent fixture that has been in existence for the past 10 years.

Mr. Bagden stated that a similar retrofit was done for the Albany Parking Garages over one year ago and there have been no failures to date.

Mr. O’Donnell stated that he had a concern as to the impact the cold weather months would have on the lighting. Mr. Bagden stated that this was also a concern for the Albany Parking Garages, as well, and was looked at closely. It has been determined that the T5 does perform very well in the cold weather.

Chair Langdon inquired as to why we would be moving back to the longer fluorescent type lighting. Mr. O’Donnell stated that the selected fixtures were very modern looking and were short in length. Mr. Bagden stated that these ungraded fixtures will provide much more natural lighting, did not leave spots in front of the eyes and will produce a dramatic improvement over the current lighting.

Mr. Fitzgerald inquired as to the next steps. Mr. Bagden stated that a walk-through was scheduled for November 10th and a contract should be awarded in early December.

7. Counsel

None
8. **Concessions/Ambassador Program**

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

Ms. Chadderdon also presented an update on the concession renovations as follows:

- Concourse ‘B’ Hudson Wine Bar Location: French doors have been installed in order to provide access to an expanded seating area which is being utilized while the renovations for Silks is underway. Silks is scheduled to open on November 21st.
- Dunkin Donuts will be opening on November 5th.
- Concourse ‘C’ – Brioche Dorée is under construction at this time and scheduled to open prior to Christmas. A small area has been set-up where patrons can purchase beverages and Grab ‘n Go items.

Mr. O’Donnell stated that in order to facilitate the construction of Brioche Dorée several organizations have been impacted, i.e., the Paradies Shops storage area was displaced and moved to an area used by The Departure shop for storage and office space. Storage space for the Departure Shop was then moved to an area on the 1st floor of the Terminal and office space will be relocated to the 3rd Floor of the terminal.

9. **Public Affairs Report**

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

Mr. Fitzgerald referred to the item related to the Mandatory Drill and inquired as to whether any feedback was obtained by the participants. Mr. O’Donnell referred the question to Mr. Joel Russell (AvPorts Airport Manager). Mr. Russell stated that a critique was held one week following the drill and participants presented their feedback of the event at that time. The results of the critique are reviewed and the Emergency Plan will be amended to reflect any changes that are made to the Plan as a result of the critique.

10. **Business and Economic Development Report**


**ACTION ITEMS:**


11.1 **Lease Amendment to Lease No. L537: 74 Sicker Road – ACAA Bldg. No. 212 with Leroy Holding Co., Inc.**

Ms. Zieske recommended authorization of Lease Amendment to Lease No. L537: 74 Sicker Road – ACAA Bldg. No. 212 with Leroy Holding Co., Inc., for construction of a 480 sf addition on the existing structure which will be constructed at Leroy Holding’s sole expense. Leroy Holding will not pay rent for the 480 square feet for the first 15 years commencing on January 1, 2010. In the 16th year of renewal, Leroy...
Holding will pay for the entire building at the then current per square foot rate. If the lease is not renewed, the Authority keeps the improvements with no compensation to Leroy Holding.

Mr. Fitzgerald inquired if there was an escalator included in the amendment. Ms. Zieske stated that there is a 3.5% annual escalator.

Mr. Fitzgerald inquired as to how long Leroy Holding has been a tenant. Ms. Zieske stated that they have been a tenant since March 2007.

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

11.2 Lease Amendment No. 2 to Lease No. L637: 745 Albany-Shaker Road – ACAA Bldg. No. 203 with Integra Networks, Inc.

Ms. Zieske recommended authorization of Lease Amendment No. 2 to Lease No. L637: 745 Albany-Shaker Road – ACAA Bldg. No. 203 with Integra Networks, Inc. for additional office space to occupy the entire second floor of ACAA Bldg. No. 203. This will now be a three year lease with renewal options. The renewal rate will increase to $1,334. A 3.5% COLA will be applied on the first and subsequent anniversaries.

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

11.3 Operating Permit: Aircraft Cleaner Service with Michael Stafford

Ms. Zieske recommended authorization of an Operating Permit: Aircraft Cleaner Service with Michael Stafford to provide aircraft cleaning services for aircraft at the FBO, as well as other locations at the Airport. The Authority will receive 10% of gross revenues generated from the aircraft cleaning services.

Mr. Shaw inquired as to whether this was a company. Mr. O'Donnell stated that this was a sole proprietor.

Mr. Shaw inquired as to how this individual is known to the airlines. Ms. Zieske stated that these services are not provided to the airlines but are provided to general aviation aircraft owners only.

Mr. Shaw inquired as to how this individual markets services. Ms. Zieske stated that his referrals to date have been through word of mouth.

Chair Langdon inquired to Ms. Day (General Manager of Million Air) as to whether this would create business. Ms. Day stated that she wasn't sure as to how much business he would get.

Mr. Whitehead moved to authorize said operating permit. The motion was adopted unanimously.
11.4  **Service Contract No. SC561: Biometric Employee Time Clock System**

Mr. O’Donnell recommended authorization to award Service Contract No. SC561: Biometric Employee Time Clock System to Andrews Technology HMS, Inc., in the amount of $42,251 for equipment installation and software and $24,175 for a 5-year maintenance contract. This system will be used for Authority, AvPorts and Million Air employees and will interface with all payroll systems.

Mr. O’Donnell stated that a Selection Committee had been formed to review the proposals and three finalists were invited to make a presentation to the Committee. As a result of their review, the Selection Committee recommended award of the contract to Andrews Technology HMS, Inc.

Mr. Shaw stated that this was a great leap forward but inquired as to whether there would be new challenges related to the new technology. Mr. O’Donnell stated that this was proven technology that has been used by a vast majority of employers. He stated that Albany County has used a similar system for all of their employees for quite some time.

Mr. O’Reilly stated that the system will be installed and maintained by Andrews Technology and the Authority IT staff will be actively involved in the installation and maintenance of the product.

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

11.5  **Purchase Orders: Potassium Acetate Base Fluid & Solid Anhydrous Acetate Base Compound**

Mr. Stuto recommended authorization of Purchase Orders for Potassium Acetate Base Fluid & Solid Anhydrous Acetate Base Compound as follows:

- Old World Industries $156,000 Solid Anhydrous Acetate Base Compound
  (Based Upon Estimated Usage)
- Clariant $226,350 Potassium Acetate Base Fluid
  (Based Upon Estimated Usage)

To be funded from the Airport Operating Budget Account No. 51019.10.0000.

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

11.6  **Service Agreement: Foreign Currency Exchange Services and Products with Travelex Currency Services, Inc.**

Mr. O’Reilly recommended authorization to allow the Chief Financial Officer to enter into a Service Agreement for Foreign Currency Exchange Services and Products with Travelex Currency Services, Inc., to engage in wholesale currency purchase and currency buy back with Travelex, the sale of prepaid Travelex debit cards and the hosting of Travelex online currency exchange service through the Airport internet website.
Chair Langdon inquired as to whether the sale of foreign currency has been consistent. Mr. O'Reilly stated that sales were down this year due to the fact that the service was interrupted when the previous vendor discontinued their program with the Airport.

Mr. Fitzgerald moved to authorize said service agreement. The motion was adopted unanimously.

11.7 Professional Services Agreement No. S689: Outside Legal Services

Mr. O'Donnell recommended authorization of Professional Services Agreement No. S689: Outside Legal Services with the firm of Meyers and Meyers, LLP to provide legal services to the Airport on an hourly basis. Richard M. Meyers has 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. 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.

Mr. O'Donnell stated that upon signing the contract, Richard M. Meyers will resign from his half-time position at the Authority. It is the intent to achieve a net savings in legal fees by placing funds allocated for Mr. Meyers' position into the budget line item for outside legal services.

Chair Langdon stated that Mr. Meyers does have a unique history having been employed by the Airport for many years and elimination of the position from the budget is in line with the need to reduce the number of employees and achieve budgetary savings.

Mr. Fitzgerald requested confirmation that the term of the agreement is one year. Mr. O'Donnell confirmed that it was a one year agreement. Chair Langdon stated that the agreement could be terminated at any time.

Mr. Shaw inquired as to how the contract would be managed, i.e., what would the division of labor be with Authority staff. Mr. O'Donnell stated that Mr. Meyers had a tremendous expertise in the areas of leases and much more work will be given to Mr. Stuto, as in-house counsel. Mr. O'Donnell stated that, over time, it was ultimately the intent to transition out of the need for outside services.

Mr. O'Donnell referred to the second page, Article 1 b., of the draft agreement which reads as follows: “All legal work to be performed pursuant to this contract shall be performed by Richard M. Meyers, Esq. unless otherwise authorized by the Authority.”

Mr. O'Donnell stated that Article 1 b. will be amended and the following words will be stricken: “unless otherwise authorized by the Authority.”

Mr. Whitehead moved to authorize said agreement, as amended. The motion was adopted unanimously.

11.8 Extension of Lease Agreement – AFCO Cargo ALB L.P. – Mobile Air Transport, Inc.

Mr. Stuto recommended authorization of an Extension of Lease Agreement – AFCO Cargo ALB L.P. – Mobile Air Transport, Inc., for a period of up to six months. Mr. Stuto stated that Mobile Air is a freight handler which works with the Airlines transporting “belly freight.” They are at the end of a five year lease (as of October 31, 2009). They have requested a one
month extension as they consider a lease extension. Staff is requesting authorization to permit the Chief Executive Officer to extend the lease on a month-to-month basis for up to six months at a monthly lease amount of $7,204. Mr. Stuto noted that the lease amount in the Agenda backup incorrectly reported the lease amount at $7,204 annually, when, in fact, the lease amount is $7,204 monthly.

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

11.9 Equipment Procurement: 2009 Chevy 3500HD Diesel Engine Four Wheel Drive Light Dump Truck with Snow Plow on State Contact Group #40570 Contract PC635290

Mr. Stuto recommended authorization of Equipment Procurement: 2009 Chevy 3500HD Diesel Engine Four Wheel Drive Light Dump Truck with Snow Plow on State Contact Group #40570 Contract PC635290 in the amount of $50,046 to be funded from Capital Improvement Project Account No. 2590.

Mr. Stuto stated that the 2009 Operating Budget provided for acquisition of two vehicles with plows. This purchase would be for one vehicle only, as a second budgeted vehicle will not be purchased this year. NYS Contract Pricing was reviewed for a similarly equipped Ford vehicle and it was found to be about 10% higher and with availability in 90 days. This vehicle is in stock and ready for delivery. The purchase amount includes $1,200 to paint the vehicle yellow, which is not included in the NYS contract pricing.

Mr. Graziano moved to authorize said equipment procurement. The motion was adopted unanimously.

12. Authorization of Change Orders

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


Change Order No. 1 to Construction Contract No. 544GC: General Construction – Terminal and Escalator Improvements with AOW Associates, Inc., in the deduct amount of $33,059, to be credited to Capital Improvements Account No. 2550.

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


Change Order No. 2 to Construction Contract No. 544E: Electric – Terminal and Escalator Improvements with Kasselman Electric Co., Inc., for an additional amount of $32,809, to be funded from Capital Improvements Project Account No. 2550.

Mr. Whitehead moved to authorize said change order. The motion was adopted unanimously.
12.3 Construction Contract No. 598GC: General Construction – Hangar Door Replacement and Alterations at Building No. 203 with Zandri Construction Co., Inc.

Change Order No. 1 to Construction Contract No. 598GC: General Construction – Hangar Door Replacement and Alterations at Building No. 203 with Zandri Construction Co., Inc., for an additional amount of $13,731, to be funded from Capital Improvements Project Account No. 2572.

Change Order No. 2 to Construction Contract No. 598GC: General Construction – Hangar Door Replacement and Alterations at Building No. 203 with Zandri Construction Co., Inc., for a deduct amount of $13,000, to be credited to Capital Improvements Project Account No. 2572.

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

Chair Langdon stated that he would like to move the Old Business Items to this part of the agenda. There were no objections.

Old Business:

OB-1 Operating Permit and Concession Privilege Fee Revision for Off-Airport Parking Concession

Mr. Stuto recommended authorization to revise the Off-Airport Parking concession privilege fee to 10% of gross revenues. Mr. Stuto stated that Mr. Tabner, attorney for Park Ride N Fly, was in attendance at tonight’s meeting and had also had an opportunity to speak with the Authority members at a previous meeting.

Mr. Stuto stated that Jacobs Consultancy was retained to review the proposed fee revision and recommended the privilege fee be increased to 10-11% and a new per trip fee of $1.25 be imposed for each commercial vehicle entering the Airport to pick-up passengers.

Mr. Stuto stated that the staff recommendation was to increase the privilege fee to 10% with no per-trip fee at this time.

Mr. Fitzgerald inquired as to why the per-trip fee was dropped. Mr. Stuto stated that the recommended fee is substantially similar to concession fees that the Authority currently charges other similar ground transportation businesses that rely almost exclusively on the existence of the Airport. Mr. Stuto stated that the fees for concessions go from 8-16% of gross revenues and fees for rental cars are 10% of gross revenue with additional fees charged for space rental.

Mr. Fitzgerald pointed out that the Request for Authorization form included in the agenda book reflects the Chief Executive Officer’s Recommendations as “Recommend deferral to the September 14, 2009 Meeting.”

Mr. O’Donnell stated that the form was not updated from a previous meeting. He stated that he did recommend approval of the fee revision to 10%.
Mr. Shaw moved to authorize said Off-Airport Parking Concession privilege fee revision. The motion was adopted unanimously.

OB-2 Special Aviation Service Operator (SASO) with Lansing Flight Support, Inc. and Addendum No. 1

Ms. Zieske recommended authorization of Special Aviation Service Operator (SASO) with Lansing Flight Support, Inc. and Addendum No. 1 for lease of an additional tie-down.

Mr. Graziano moved to authorize said SASO and Addendum. The motion was adopted unanimously.

Chair Langdon referred back to Item No. 13 on the agenda.

13. Informational Item: Proposal for MilitaryCourtesy Room

Mr. O'Donnell stated that a proposal had been received from Mr. John McKenna, whose son died during active duty in the military to establish a Military Courtesy Room at the Airport. Mr. McKenna has identified a space in the Airport currently being utilized as the Airport Security Training Room located on the 3rd level of the Terminal for use as the Military Courtesy Room. Identification of a space other than the Training Room has been challenging and space in other locations, i.e., Business Center, Administration Building has been offered to Mr. McKenna; however, Mr. McKenna has requested that the space be located pre-security and in the Terminal.

Mr. O'Donnell stated that other New York airports were contacted to determine what types, if any, Military Courtesy Room were located in those airports. Mr. O'Donnell distributed and reviewed a handout which outlined the results of the survey. The results of the survey were as follows:

**Syracuse**

Gregory J. Harris Military Courtesy Room
Located Landside at Baggage Claim
600 Sq. Ft.
Cable TV, computer, phone
No sink or bed
Volunteers provide food, tooth brushes, razors
5-year agreement with Airport $1.00 per year lease
Served about 5,000 military and family during last year
Free parking for Military Room Volunteers

Problems:
- Volunteers had directed military to free Ft. Drum Shuttle which irritated cab company.
- Free food is contrary to concession agreement, but manageable

**Buffalo**

No Military Room
Allow families through security with departing soldiers
Allow use of conference room airside if requested
**Rochester**
No Military Room
No Sleeping accommodations
Do have Welcoming Committee that greets military
Free parking offered to Welcoming Committee members

**Stewart**
No Military Room

**Albany**
No Military Room
Up to two members of family permitted through security for departing soldiers

Chair Langdon inquired as to the rationale for requiring the space be located pre-security. Mr. O’Donnell stated that the soldiers would be coming with their family members, i.e., parents, children, and ready access would not be available at an airdside location due to the requirement of having to go through the security checkpoint.

Chair Langdon inquired as to what the Training Room was used for. Mr. O’Donnell referred to Mr. Joel Russell (AvPorts Airport Manager). Mr. Russell stated that the room was used for security training for all badge-holders and driver training. The training sessions take approximately two hours and are held twice a week.

Mr. Fitzgerald inquired as to whether another space could be identified for the Training Room, i.e., Administration Building.

Chair Langdon stated that transition of the Training Room to a new location would make sense, as the request for space landside seems reasonable.

General consensus was had by the Authority members to relocate the Training Room in order to make accommodations for the Military Courtesy Room. Mr. O’Donnell agreed and stated that he would work towards the implementation of the Military Courtesy Room.

**New Business:**

None

**Attorney-Client Privilege/Executive Session**

None

There being no further business, the meeting was adjourned at 7:45 pm.
ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING
AGENDA

November 2, 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
   6.1 Presentation on Energy Efficient Lighting Fixtures in Parking Garage

7. Counsel

8. Concessions/Ambassador Program

9. Public Affairs

10. Business & Economic Development

Action Items:

   11.1 Lease Amendment to Lease No. L537: 74 Sicker Road – ACAA Bldg. No. 212 with Leroy Holding Co., Inc.
   11.2 Lease Amendment No. 2 to Lease No. L637: 745 Albany-Shaker Road – ACAA Bldg. No. 203 with Integra Networks, Inc.
   11.3 Operating Permit: Aircraft Cleaner Service with Michael Stafford

11.4 Service Contract No. SC561: Biometric Employee Time Clock System
11.5 Purchase Orders: Potassium Acetate Base Fluid & Solid Anhydrous Acetate Base Compound
11.6 Service Agreement: Foreign Currency Exchange Services and Products with Travelex Currency Services, Inc.
11.7 Professional Services Agreement No. S689: Outside Legal Services
11.8 Extension of Lease Agreement - AFCO Cargo ALB L.P. - Mobile Air Transport, Inc.
11.9 Equipment Procurement: 2009 Chevy 3500HD Diesel Engine Four Wheel Drive Light Dump Truck with Snow Plow on State Contact Group # 40570 Contract PC635290

12. Authorization of Change Orders

12.2 Construction Contract No. 544E: Electric - Terminal and Escalator Improvements with Kasselman Electric Co., Inc.
12.3 Construction Contract No. 598GC: General Construction - Hangar Door Replacement and Alterations at Building No. 203 with Zandri Construction Co., Inc.

13. Informational Item: Proposal for Military Courtesy Room

Old Business:

OB-1 Operating Permit and Concession Privilege Fee Revision for Off-Airport Parking Concession

OB-2 Special Aviation Service Operator (SASO) and Addendum No. 1 with Lansing Flight Support, Inc.

New Business:

Executive Session:

Attorney-Client Privilege Matters: