



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
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ACAA APPROVED
11/14/11

Minutes of the Regular Meeting of the Albany County Airport Authority

September 12, 2011

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, September 12, 2011 @ 6:00 p.m. 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
Rev. Kenneth J. Doyle
Elliott A. Shaw
Dorsey M. Whitehead
Dennis Fitzgerald
Tony Gorman
Lyon M. Greenberg, M.D.

MEMBERS ABSENT

STAFF

John A. O'Donnell
Bill O'Reilly
Peter F. Stuto
Margaret Herrmann
Doug Myers
Steve Iachetta

Ginger Olthoff
Liz Charland
Helen Chadderdon
John DelBalso

ATTENDEES

Joel Russell, AvPorts
Brian Johansson, Federal Security Director (TSA)
Eric Anderson, Times Union

Chair Langdon noted there was a quorum.

1. CHAIRMAN’S REMARKS

None

2. MINUTES

Mr. Shaw moved to approve the August 1, 2011 Regular Meeting Minutes. The motion was adopted unanimously.

3. COMMUNICATIONS AND REPORT OF CHIEF EXECUTIVE OFFICER

Mr. O’Donnell introduced Rocco Ferraro, Executive Director of the Capital District Regional Planning Commission. Mr. O’Donnell advised that he had invited Mr. Ferraro to do a presentation on the current census data.

Dr. Greenberg inquired if the Southwest announcement regarding Atlanta service was an added flight.

Mr. O’Donnell stated that it was a re-routed flight.

4. INTERESTING CORRESPONDENCE

Noted

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O’Reilly presented the following:

- 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**

Chair Langdon inquired as to when the Buffalo flight was dropped ending Buffalo service from Albany.

Mr. O’Reilly advised he would double check the flight and he will advise.

Chair Langdon asked if Mr. O’Reilly had any recommendations for the Board relating to the financials.

Mr. O’Reilly advised that we should remain cautious.

6. Procurement Approvals by CEO – Informational Only

None

7. Project Development

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

September, 2011.

Mr. Gorman inquired as to the timeline of the Terrazzo Floor Project.

Mr. O'Donnell advised the timeline is 150 days (30 days per phase).

Mr. Fitzgerald inquired if the Terrazzo Floor Project is currently out to bid.

Mr. O'Donnell indicated it was published for bidding with a release date of September 29, 2011 and a bid opening date of October 25, 2011.

Father Doyle inquired as to why we have to put up barriers during the project.

Mr. O'Donnell advised we have to contain the work area to reduce the amount of dust and noise during the removal process and grinding operations.

8. Counsel

None

9. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Program Report for the month of September 2011.

10. Public Affairs

Mr. Myers presented the Public Affairs Report for the month of September 2011.

ACTION ITEMS:

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

11.1 Construction Contract No. 765-GC – Air Cargo Facility Tenant Alterations 42-B Kelly Road with Zandri Construction Corp.

Mr. Iachetta recommended authorization to award Construction Contract No. 765-GC – Air Cargo Facility Tenant Alterations 42-B Kelly Road to Zandri Construction Corp. in the amount of \$270,800 to be funded from Capital Improvement Project Account No. 2161, contingent upon Disadvantaged Business Enterprise Program compliance.

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

11.2 Construction Contract No. 687-E – Semi-Inline Baggage Screening Improvements

Deferred until November 2011 Authority Board meeting.

11.3 Lease No. L-761: 1010 Troy-Schenectady Road, with The Tailored Tea LLC

Mr. Iachetta recommended authorization of Lease No. L-761 with The Tailored Tea, LLC: 1010 Troy-Schenectady Road in the amount of \$24,000 per year.

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

11.4 Lease No. L-775: 741 Albany-Shaker Road, with Precision Aircraft Services, LLC

Mr. Stuto recommended authorization of Lease No. L-775 with Precision Aircraft Services, LLC: 741 Albany-Shaker Road (ACAA Building No. 201) in the amount of \$19,458 per year.

After full discussion, Mr. Fitzgerald moved to authorize said Lease. The motion was adopted unanimously.

11.5 Land Lease with Transportation Security Administration (Explosive Storage Magazine)

Mr. O'Donnell recommended authorization of an Agreement for Lease of Land with the Transportation Security Administration in the amount of \$12,900 per year plus additional costs to be reimbursed for site development. The site development costs are estimated at \$28,500.

After full discussion, Mr. Shaw moved to authorize said Lease. The motion was adopted unanimously.

11.6 Lease Agreement with Federal General Services (K-9 Unit)

Mr. O'Reilly recommended authorization of a Supplemental Lease Agreement with the Federal General Services Administration Agency: 498 square feet of space for a K-9 Unit on lower Concourse A in the amount of \$21,414 - \$23,904 per year through July 31, 2018 (to be prorated for less than full years) plus additional costs to prepare space to TSA specifications. Fit-up costs are estimated at \$20,239.20 plus additional costs for security components to be identified. GSA will reimburse fit-up costs as a lump sum upon completion.

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

11.7 Purchase Order – Purchase of Materials (Type I and Type IV Glycol)

Mr. O'Reilly recommended authorization of a Purchase Order: Purchase of Materials (Type I and Type IV Glycol) in the amount of \$1,210,000 (based upon estimated usage).

After full discussion, Mr. Fitzgerald moved to authorize said Purchase Order. The motion was adopted unanimously.

11.8 Purchase Order – Purchase New Furniture in Public Area of Main Terminal

Ms. Chadderdon recommended authorization of a Purchase Order: Purchase of new furniture in the public areas of the Main Terminal on State Contract.

Chair Langdon inquired if the chairs were joined together.

Ms. Chadderdon advised that yes the chairs are joined.

Chair Langdon asked that a sample of the furniture be brought to the next Board meeting.

Ms. Chadderdon advised she would have a sample of the furniture at the next Board meeting.

Deferred until the November 2011 Authority Board Meeting.

12. Authorization of Change Orders

None

13. Authorization of Federal and State Grants

None

14. Preliminary Approval to Accept FedEx Aircraft for ARFF Training Purposes

Mr. O'Donnell requested preliminary approval to accept FedEx Aircraft for ARFF Training purposes. He advised he would update the Board and bring this Item back for final approval once the logistics were all in place.

Chair Langdon noted that Plattsburgh just received an Aircraft for ARFF Training Purposes.

Mr. Gorman asked how often we send our firefighters to training.

Mr. O'Donnell advised they are sent to train annually.

There was no vote taken on this Item.

15. Adoption of Resolution Acknowledging the Accomplishments of Ginger Olthoff as Director of Administrative Services

Chair Langdon moved to authorize the following resolution acknowledging the accomplishments of Ginger Olthoff as Director of Administrative Services:

Albany County Airport Authority Resolution

EXPRESSING GRATITUDE TO GINGER OLTHOFF FOR HER INVALUABLE SERVICES AND CONTRIBUTIONS TO THE ALBANY COUNTY AIRPORT AUTHORITY

Introduced 09/12/11

By Chair David E. Langdon, Reverend Doyle, Messrs. Fitzgerald, Gorman, Shaw, Whitehead, and Dr. Greenberg:

WHEREAS, ON March 30, 2011 Ginger Olthoff retired and resigned from the Albany County Airport Authority; and

WHEREAS, Ginger served with great distinction in various capacities at the Albany International Airport (formerly Albany County Airport) from 1991 until the date of her

retirement in 2011; and

WHEREAS, Ginger started her career in public service ably serving the citizens of Albany County as Administrative Aide in the Planning Department of the County of Albany (1981-1991); and

WHEREAS, in 1991 Ginger answered the call to assist in the planning, design and construction to modernize the Albany International Airport and its Passenger Terminal for a project known as the Albany County Airport Development Project which was completed in 1998; and

WHEREAS, Ginger first served at the Airport as Administrative Services Coordinator (1991–2001) and subsequently, after well-deserved promotion, as Director of Administrative Services (2001-2011); and

WHEREAS, Ginger was the primary liaison to the Authority Board members, demonstrating professionalism, competence and cheerful demeanor; and

WHEREAS, Ginger attended 243 Authority Board meetings (206 consecutively) whereby she was responsible for recording the accuracy of the actions taken; and

WHEREAS, Ginger served as liaison to the airlines, Transportation Security Administration, and tenants by attending meetings and always demonstrating a high level of responsiveness to a variety of stakeholders; and

WHEREAS, for many years Ginger organized and coordinated various airport departments which volunteered to participate in such community events as the Heart Walk, Special Olympics, and the United Way; and

WHEREAS, Ginger served as the Authority’s human resource manager and worked with the County Civil Service, for the benefit of all Albany County Airport Authority employees; and

WHEREAS, Ginger attended a week-long course, Accredited Airport Executive Program, studied and passed a comprehensive examination administered by the American Association of Airport Executives and became a certified member of the association; and

WHEREAS, she had a passion for the Airport and every day she strived to make it a better place. She was known as the “go to” person at the Airport and she did, indeed, get things done. Her attention to detail and her drive to continuously improve all aspects of the Airport can be noticed everywhere, now therefore be it

RESOLVED, by the Albany County Airport Authority, on behalf of its staff and all residents of the Capital Region, that deep appreciation and gratitude are hereby expressed for Ginger Olthoff’s career and service at the Airport, and that it wishes her well in her retirement.

The motion was adopted unanimously.

Old Business:

None

New Business:

None

Executive Session:

None

Attorney-Client Privilege Matters:

None

There being no further business, the meeting was adjourned at 7:50 p.m.



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REGULAR MEETING

AGENDA

September 12, 2011

General:

- 1. Chairman's Remarks**
- 2. Approval of Minutes**
Regular Meeting – August 1, 2011
- 3. Communications and Report of Chief Executive Officer**
 - 3.1 Presentation by Rocco Ferraro, Executive Director of the Capital District Regional Planning Commission. Update on current census data.**
- 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. Procurement Approvals by CEO – Informational Only**

None
- 7. Project Development**
- 8. Counsel**
- 9. Concessions/Ambassador Program**
- 10. Public Affairs**

Action Items:

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- 13. Authorization of Federal and State Grants**

None

- 14. Preliminary Approval to Accept FedEx Aircraft for ARFF Training Purposes**

- 15. Adoption of Resolution Acknowledging the Accomplishments of Ginger Olthoff as Director of Administrative Services**

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Executive Session:

None

Attorney-Client Privilege Matters:

None