



ALBANY COUNTY AIRPORT AUTHORITY
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ACAA Approved
12/12/11

Minutes of the Regular Meeting of the Albany County Airport Authority

November 14, 2011

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, November 14, 2011 @ 6:04 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
Steve Iachetta

Ginger Olthoff
Jenn Munger
Helen Chadderdon
John DelBalso

ATTENDEES

Jeff Brisson, AvPorts
Brian Johansson, Federal Security Director (TSA)
Eric Anderson, Times Union
Phil Kamrass, Times Union
Pam Day, Million Air
Mark McCumber, FAA, Air Traffic Control Manager
Kevin Maloy, FAA Tech

Chair Langdon noted there was a quorum.

1. **CHAIRMAN’S REMARKS**

None

2. **MINUTES**

Father Doyle moved to approve the September 12, 2011 Regular Meeting Minutes and the October 6, 2011 Special Meeting Minutes. The motion was adopted unanimously.

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

Brian Johansson, TSA Federal Security Director conducted a tour of the new scanners with the Board members and staff.

Mr. O’Donnell then introduced Mark McCumber and Kevin Maloy from the FAA – Air Traffic Control Tower to explain the October 27, 2011 outage of the localizer and to discuss the navigational aids at the Airport.

Mr. Maloy presented a Power Point of the Tower Navigational Aids and localizer and explained that the localizer went down due to an accumulation of very wet snow with high water content on the antennae and it was shut down for aircraft safety reasons.

Chair Langdon inquired how do we make sure that this doesn’t happen again.

Mr. Maloy stated that there is no guarantee that this will not happen again due to weather conditions.

Chair Langdon inquired as to how the problem was corrected.

Mr. Maloy advised that certified FAA technicians came in to bring the system back online.

Chair Langdon inquired if technicians could be staffed when weather forecasts predict this type of weather in the future.

Mr. Maloy advised that due to budgetary constraints the FAA cannot staff each location and national employee contractual issues would prevent this type of staffing.

Mr. McCumber also advised that other aircraft did land that night using a different approach system. He said if they could not land, it was likely due to the fact that the aircraft did not have the equipment necessary to land or the crew may not have been qualified to land using another approach.

Mr. McCumber further advised that this type of issue rarely occurs, i.e., no incidents such as this in over 1 year and the FAA could not hold an employee over given the fact that it is not a regular occurrence. Mr. McCumber also explained that we had a second occurrence on October 29th and all inbound aircraft landed safely along with several diversions. He stated that the success rate of the equipment is greater than 99%.

Chair Langdon requested the following information:

1. How many aircraft did land and how many aircraft were diverted during the incident.
2. For the aircraft that could not land, determine the reason, i.e. did the aircraft lack

- proper equipment or did the crew not have proper qualifications.
3. Would like the staff to look into the contractual issues regarding not assigning staffing in advance for a weather condition such as this. (Note Mark McCumber indicated he would forward a copy of the FAA contract to Mr. O'Donnell.)

In addition to Mr. O'Donnell's report as presented in the board book, he also reported on the following:

Capitaland Taxi

Mr. O'Donnell advised that Capitaland's taxi contract with the Airport has expired and last month we sent out an RFP for the Taxi Services. Capitaland currently holds the contract and a recommendation for award will be made during the meeting.

Travel to Syracuse Airport

Mr. O'Donnell advised that he and Mr. O'Reilly will be going to Syracuse Airport to meet with the newly formed Airport Authority.

Chair Langdon advised that Syracuse Airport is in the process of putting their security services out to bid. He requested that Mr. O'Donnell and Mr. O'Reilly discuss their security services at the meeting and report their findings back to the Board.

Best Buy Vending Machine

Mr. O'Donnell advised that the Best Buy Vending Machine is up and running. He further advised that we will review its financial performance under a 6-month trial program as agreed to by the Authority Board.

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**

6. Procurement Approvals by CEO – Informational Only

Contract No. 774-GC – Maintenance Agreement for Pavement Repairs:

Mr. O'Donnell advised that Contract No. 774-GC had been awarded in the amount of \$49,800. This Item was brought to the Board for informational purposes only and no action is required. The work involved the paving of the short term lot and a portion of the Million Air lot.

7. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of November, 2011.

8. Counsel

None

9. Concessions/Ambassador Program

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

Ms. Chadderdon also reported that we made the Airport Revenue News Top 50 Performing Airports in North America for food and beverage and retail sales dollars per enplanement.

Ms. Chadderdon will report back to the Board with our analysis when year-end 2011 information is available.

10. Public Affairs

Mr. O'Donnell presented the Public Affairs Report for the month of November 2011.

ACTION ITEMS:

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

11.1 Purchase Order - Contract No. 767 – Filtered Sand with Troy Sand & Gravel

Mr. O'Reilly recommended authorization for the issuance of a Purchase Order for filtered sand that meets FAA specifications to be used during 2011-2012 winter snow operations to the only responsible bidder, Troy Sand & Gravel. The supplier bid \$51.00 per ton. This bid award is for one year with the Authority reserving the right to purchase at the same terms and conditions for four (4) additional one-year terms. Mr. O'Reilly also recommended that the Chief Executive Officer be allowed to exercise the Authority's right to purchase product at the same price in each of the four (4) optional years. Mr. O'Reilly stated that the sand will be funded from 2011-2012 Operating Budget.

Mr. O'Reilly advised that we only received one price quote but staff is comfortable in awarding this Purchase Order.

Mr. Fitzgerald asked how many bids we received last year. Mr. O'Reilly stated that he was not sure of the number, but there is not a wide market for this item due to the fact that it has to be FAA certified sand and the cost of trucking the sand from outside the area is very high. Mr. O'Donnell stated that in the past he recalls only two bidders, Troy Sand & Gravel and Holliston Sand Company. He further noted that with this being a local manufacturer, the trucking costs will not be an issue.

Mr. Shaw inquired if there was a way to piggy-back on a New York State Contract for this contract.

Mr. O'Reilly advised that he did not believe so.

Mr. Fitzgerald moved to authorize award of the Purchase Order contingent upon an annual review of the market prices. The motion was adopted. Mr. Gorman recused himself from the vote.

11.2 Service Contract – Contract No. SC-748 Re-Bid – Security Services and Gate Access Coverage

Mr. Stuto recommended award of Service Contract No. SC748 Re-Bid for Security Services and Gate Access Coverage. To be funded from 2012 Operating Budget.

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

11.3 Construction Contract No. – 771-E – (Electrical) Terminal Terrazzo Floor

Mr. Iachetta recommended award of Contract 771-E to Northwild Systems, Inc, d/b/a State Electrical Construction of Albany. To be funded from Capital Improvement Project Account Number 2150.

Mr. Gorman inquired as to the reason for the wide variance in the bids received.

Mr. O'Donnell advised that the contractor can bid lower as they already have a presence and have badged employees on-Airport; and they appreciate having the opportunity to work at the Airport and they coordinate construction activities well with the Airport's staff. He also stated we are very satisfied with this contractor's work.

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

11.4 Construction Contract No. 771-GC – (General Construction) Terminal Terrazzo Floor.

Mr. Iachetta recommended award of Contract 771-GC to AOW, Inc. of Albany contingent on satisfaction of DBE Program compliance. To be funded from Capital Improvement Project Account Number 2150.

Mr. Fitzgerald inquired as to what other projects AOW has done.

Mr. O'Donnell advised they have done various Airport jobs including: Food Concessions Expansion; Mezzanine Expansion; Security Checkpoint. He also stated we are very satisfied with this contractor's work.

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

11.5 Service Contract – Contract No. SC-761 – Real Estate Services Aviation Maintenance Hangar

Mr. O'Donnell recommended award of Contract 771-GC with CBRE/Albany and to negotiate the final terms and conditions of the broker agreement and enter into a contract with CBRE/Albany. The final contract will be reviewed and approved by Counsel and will be brought to the next Authority Board for informational purposes.

Mr. Shaw advised that we should have the new firm take a look at the past efforts of the former agents.

Mr. O'Donnell stated that CBRE currently has the contract for leasing the Air Cargo Facility and has done very well, i.e., attracted the FBI and HEPACO to lease the space in Air Cargo.

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

11.6 Service Contract – Contract No. SC-772 – Approved List of Electrical Contractors

Mr. Stuto recommended award of Contract No. SC-772 to State Electric Construction and Kasselmann Electric Co., Inc. The two electrical contractors will enter into a service contract for a two-year term with two one-year options to renew. This contract is to be funded from 2012 Operating Budget.

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

11.7 Supplier - Contract No. 777-F – Aviation Fuel Supplier

Mr. O'Reilly recommended approval to issue annual purchase orders for the purchase of AvGas and Jet-A fuel from Ascent Aviation Group, Inc. for up to five (5) one-year periods representing the initial term and four (4) one year options for the purchase of AvGas and Jet-A fuel and two (2) AvGas fuel trucks. This contract is to be funded from Operating Account Numbers 51101; 51103; 54075; and 66060.

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

11.8 Construction Contract No. 687-BHS – Semi-Inline Baggage Screening Improvements – Baggage Handling Systems – **Deferred to December Meeting**

11.9 Construction Contract No. 687-ELEC – Semi-Inline Baggage Screening Improvements – Electric – **Deferred to December Meeting**

11.10 Service Contract – Contract No. 776-TX - Taxicab Services - **Deferred to Executive Session**

12. Authorization of Change Orders

None

13. Authorization of Federal and State Grants

13.1 Acceptance of Federal Department of Homeland Security Grant No. HSTS04-11-H-CT1185; DOT PIN#1913.08; Semi-In-Line Baggage Handling System Improvements

Mr. Iachetta recommended authorization to accept Acceptance of Federal Department of Homeland Security Grant No. HSTS04-11-H-CT1185; DOT PIN # 1913.08; Semi-In-Line Baggage Handling System Improvements for a total amount of \$1,450,000 as follows: Federal Share - \$1,377,500; NYS Share - \$36,250; Airport Share - \$36,250.

14. ASIP2 (Revised Air Service Incentive Program Two)

Mr. O'Reilly recommended of the ASIP2 (Revised Air Service Incentive Program Two). Mr. O'Reilly stated that this Air Service Incentive Program (ASIP2) is to replace the ASIP announced in April and is designed to support the Small Community Air Service Development Program grant award accepted in October. The revisions include extending the temporary period rates and charges credits can be earned for targeted destinations, from 12 months to 24 months, and include a discount on Airline Exclusive Use Rental Fees based upon the percentage of a qualifying airline's passengers using a targeted destination versus all other destinations at this Airport. An airline must maintain the number of flights not covered by the ASIP to qualify for ASIP credits. This incentive program will be known as ASIP2.

Old Business:

None

New Business:

None

Chair Langdon requested a motion to go into Executive Session to discuss an item related to the Appointment of a Particular Corporation.

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

Therein followed a discussion.

Mr. Fitzgerald moved to return to Regular Session. The motion was adopted unanimously.

Executive Session:

ES-1 Negotiations – Service Contract – Contract No. 776-TX – Taxicab Services

Mr. O'Donnell recommended authorization of Negotiations – Service Contract – Contract No. 776-TX – Taxicab Services with Capitaland Taxi.

Mr. O'Donnell stated that Competitive proposals were solicited for the exclusive right to operate a taxicab service at assigned areas of the Airport. Two proposals were received and an evaluation committee was formed to evaluate the proposals. The privilege fee to be paid

to the Authority under the terms of the operating agreement is \$1.35 per taxi vehicle entrance, which is the same amount paid by limousines using the Airport and which is consistent with the recommendation of Jacobs Consultancy in their 2009 ground transportation study commission by the Authority recommending taxis and limousines pay the same fee. Because the privilege fee to be paid by the Taxi Service Operator is imposed, the focus of the RFP and proposal evaluation was to identify the best quality and value offered to the public based upon the following criteria:

- Management, Experience, Operation and Business Plan
- Taxicab Vehicles Offered
- Financial Capability
- Disadvantaged Business Enterprise Utilization (DBE)
- Women or Minority Owned Business Enterprise Utilization (WMBE)
- Proposed Taxicab Fare Structure
- Proposed Additional Passenger(s) Fare Structure
- Taxicab Employee Benefit Package
- Quality of Service
- Ability to Avoid Labor Unrest

The evaluation committee recommends the Taxicab Operational Agreement be awarded to Capitaland Taxi Corp. Request is made to authorize the Chief Executive Officer to negotiate any final changes in the operational agreement and Rules and Regulations for Taxicab Operation he deems necessary to promote compliance with the awarded taxicab service operator's fulfillment of proposal promises and ensure affordable quality taxicab services at the Airport.

Mr. O'Donnell stated that upon completion of negotiations, the final contract will be presented to the Board for review at the December meeting.

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

Attorney-Client Privilege Matters:

None

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



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REGULAR MEETING

AGENDA

November 14, 2011

General:

1. **Chairman's Remarks**
2. **Approval of Minutes**
Regular Meeting – September 12, 2011
Special Meeting – October 6, 2011
3. **Communications and Report of Chief Executive Officer**
 - **Brian Johansson, TSA Federal Security Director – Scanner Tour**
 - **Mark McCumber, FAA Tower Chief to discuss Tower Navigational Aids and Localizer.**
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**
Contract No. 774-GC Maintenance Agreement for Pavement Repairs
7. **Project Development**
8. **Counsel**

9. Concessions/Ambassador Program

10. Public Affairs

Action Items:

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14. ASIP2 (Revised Air Service Incentive Program Two)

Old Business:

None

New Business:

Executive Session:

ES-1 Appointment of a Particular Corporation

Attorney-Client Privilege Matters:

None