



ALBANY COUNTY AIRPORT AUTHORITY
ALBANY INTERNATIONAL AIRPORT
ADMINISTRATION BUILDING
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ALBANY COUNTY AIRPORT AUTHORITY GOVERNANCE COMMITTEE

AGENDA

December 6, 2010

1. **Acceptance of Minutes: November 1, 2010**
 2. **Annual Review of Governance Committee Charter**
 3. **Evaluation of the Authority's Policies by the Governance Committee Members:**
 - 3.1 **Develop, review on a regular basis, and update as necessary the Authority's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees. (Included in By-Laws Article XIII Code of Ethics)**
 - 3.2 **Develop and recommend to the Board any required revisions to the Authority's written policies regarding the protection of whistleblowers from retaliation. (Included in ACAA Personnel Handbook – Section 2.9 Report Wrongdoing – Protection from Retaliation)**
 - 3.3 **Develop and recommend to the Board any required revisions to the Authority's equal opportunity and affirmative action policies. (Included in ACAA Personnel Handbook – Section 2.1 Equal Employment Opportunity)**
 - 3.4 **Develop and recommend to the Board any required updates on the Authority's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Authority's procurement process. (Amendments to ACAA Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions Adopted April 7, 2008 – Adopted December 7, 2009)**
 - 3.5 **Develop and recommend to the Board any required updates on the Authority's written policies regarding the disposition of real and personal property. (Property Disposition Guidelines Adopted May 1, 2006)**
 - 3.6 **Develop and recommend to the Board any other policies or documents relating to the governance of the Authority, including rules and procedures for conducting the business of the Authority's Board, such as the Authority's by-laws. The Governance Committee will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed. (ACAA By-Laws Adopted September 11, 2006)**
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3. **Evaluation of the Authority's Policies by the Governance Committee Members:**
(Cont'd.)
 - 3.7 **Review on an annual basis the compensation and benefits for the Chief Executive Officer and other senior Authority officials. (2010 Salaries: CEO/CFO/Counsel)**
4. **Annual Board of Director's Evaluation per 2009 Public Authorities Reform Act**
5. **Adoption of Policy for Board-Appointed Management Position – Chief Executive Officer per 2009 Public Authorities Reform Act**