



ALBANY COUNTY AIRPORT AUTHORITY
 ALBANY INTERNATIONAL AIRPORT
 ADMINISTRATION BUILDING
 SUITE 200
 ALBANY, NEW YORK 12211-1057

TEL: 518.242.2222
ADMIN FAX: 518.242.2641
FINANCE FAX: 518.242.2640
SITE: www.albanyairport.com

**ACAA
 APPROVED
 9/8/08**

Minutes of the Regular Meeting of the Albany County Airport Authority

August 4, 2008

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, August 4, 2008 @ 6:10 PM in the 3rd Floor Conference Room of the main Terminal located at the Albany International Airport by Mr. Elliott Shaw with the following present:

MEMBERS PRESENT

Acting Chair Daniel M. Sleasman
 Henry E. Dennis, Jr.
 John A. Graziano, Jr.
 Elliott A. Shaw
 Dorsey M. Whitehead

MEMBERS ABSENT

David E. Langdon
 Richard J. Sherwood

STAFF

John A. O'Donnell
 J. Dwight Hadley
 Bill O'Reilly
 Margaret Herrmann
 Peter F. Stuto

Doug Myers
 Helen Chadderdon
 Steve Iachetta
 Denise Zieske
 Ginger Olthoff

ATTENDEES

Joel Russell, AvPorts
 Eric Andersen, Times Union

Mr. Shaw noted that there was a quorum.

Mr. Shaw stated that Chair Langdon was not able to attend the meeting and Mr. Dan Sleasman would Chair the meeting upon his arrival. Until that time, he recommended the meeting begin with Management Reports. There were no objections.

DAVID E. LANGDON, CHAIR

HENRY E. DENNIS, JR.

ELLIOTT A. SHAW

RICHARD J. SHERWOOD, VICE CHAIR

DANIEL M. SLEASMAN

DORSEY M. WHITEHEAD

JOHN A. GRAZIANO, JR.

JOHN A. O'DONNELL, CHIEF EXECUTIVE OFFICER

1. **CHAIR'S REMARKS**

None

2. **MINUTES**

Deferred until Mr. Sleasman arrived.

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 August 2008.

Mr. O'Donnell also reported on the following:

Hall of Fame Induction: that Operations, ACSD and Public Affairs combined to assist baseball enthusiasts in their annual quest to obtain autographs from baseball stars who were passing through the Airport on route to the annual induction ceremony at the Baseball Hall of Fame.

Liberty Belle: The historic B-17 known as "Liberty Belle" was on public display at Albany International Airport on August 2 and 3. "Liberty Belle," owned and operated by the Liberty Foundation of Tulsa, Oklahoma, completed 64 combat missions during WWII. "Liberty Belle" provided passengers with an opportunity to take a step back-in-time and gain respect for the men and women who gave so much to protect our freedoms. Flight participants receive a historical briefing about the significance of the B-17 then take to the air for a scenic tour around the local area. The total flight experience took 45 minutes with one-half hour of flight time. The cost was \$430.00 per passenger.

4. **INTERESTING CORRESPONDENCE:**

Noted

Mr. Sleasman entered the room and became Acting-Chair of the meeting.

Acting-Chair Sleasman referred back to Item No. 2 for action.

2. **MINUTES**

Mr. Graziano moved to approve the minutes of the June 9, 2008 meeting. The motion was adopted unanimously.

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. Hadley presented the following:

- 5.1 Statistical and Financial Performance for the Month of June 2008
- 5.2 Comparison of Enplanements
- 5.3 Summary of Airline Scheduled Flights and Markets
- 5.4 USDOT Arrival and Departure Statistics

Mr. Hadley distributed a copy of a Power Point presentation entitled, *Albany County Airport Authority, Financial Performance Six Months Ended June 30, 2008*.

Acting-Chair Sleasman inquired as to whether there was a measurable way to consider the impact Stewart International Airport is having on this Airport. Mr. Hadley stated that in this month's *Comparison of Enplanements* (Agenda Item No. 5.2), shows the increases in Stewart's enplanements over the past several months with the entry of Air Tran and Jet Blue into the market; however, Air Tran recently announced that they would be pulling out of Stewart in the near future and Jet Blue, as well as other airlines there have announced cuts in service.

Acting-Chair Sleasman inquired as to whether the Finance Committee should revisit the budget given the financial performance reported by Mr. Hadley. Mr. Hadley recommended that the Finance Committee meet to review this year's budget, as well as to discuss the 2008 budget which is currently being prepared.

Mr. Shaw inquired as to what options are being explored. Mr. O'Donnell stated that he would like to lay out the options currently being considered to the Finance Committee.

Mr. O'Donnell then introduced and welcomed Mr. Bill O'Reilly who will be the next Chief Financial Officer upon Mr. Hadley's retirement on September 1, 2008. Acting-Chair Sleasman stated that he was looking forward to meeting and working with Mr. O'Reilly.

Acting-Chair Sleasman also stated that he would like to take this opportunity to point out that this was Mr. Hadley's last formal report to the Board. He stated that over the last 10 years that he has been a Board member, he had great confidence in the reliability of Mr. Hadley during his tenure with the Airport Authority. Acting-Chair Sleasman stated he was sure that this was the experience of other ACAA members, local financial institutions, and Albany County leadership. Acting-Chair Sleasman stated that the ACAA, as well as the general public, has been well-served over the years and he offered his personal thanks on behalf of ACAA members-at-large for his many years of service.

Mr. Hadley stated the he has had a fantastic support staff, headed by Margaret Herrmann, that has always worked together as a team. He stated that he has been proud to watch them grow and he could not have had the success he has had without them.

Mr. O'Donnell stated that there will be a gathering in honor of Mr. Hadley's retirement. He stated that the Board members will be notified once the details are finalized.

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of August 2008.

7. Counsel

None

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Program Report for the month of August 2008.

9. Public Affairs Report

Mr. Myers presented the Public Affairs Report for the month of August 2008.

10. Business and Economic Development Report

Ms. Zieske presented the Business and Economic Development Report for the month of August 2008.

ACTION ITEMS:

Acting-Chair Sleasman stated that consideration of Agenda Item No. 13.1 would be moved to this portion of the agenda. There were no objections.

13. Authorization of Federal/State Grants

13.1 Federal Airport Improvement Grant No. 3-36-0001-__-08; DOT PIN #1913.__: Purchase of Replacement Safety Equipment (High Capacity Snow Blower and Structural Pumper)

Mr. Iachetta stated that the agenda item originally submitted reported a grant amount of \$1,256,690; however, the recommended grant amount to be approved is \$989,277 which is based upon actual bids received rather than engineer's estimates (this is the new policy of the FAA).

Mr. Iachetta recommended authorization to accept Federal Airport Improvement Grant No. 3-36-0001-__-08; DOT PIN #1913.__: Purchase of Replacement Safety Equipment (High Capacity Snow Blower and Structural Pumper) – in the amount of \$989,277 as follows: Federal Share - \$939,813; State Share - \$24,732; ACAA Share - \$24,732.

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

Acting-Chair Sleasman stated that the meeting would resume with consideration of the regular agenda starting with Agenda Item No. 11. There were no objections.

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

11.1 Equipment Contract No. E581: Airport Runway High-Capacity Snow Blower

Mr. Iachetta recommended authorization to award Equipment Contract No. E581: Airport Runway High-Capacity Snow Blower to the second lowest bidder, Kodiak Northwest, Inc., in the amount of \$528,150, to be funded from Capital Improvements Project Account No. 2590.

Mr. Iachetta stated that the low bidder had been disqualified based upon the fact that there were significant deviations from the bid specifications including acknowledgment that the proposed equipment was entirely made in Canada. He stated that since this was a federally funded contract, the Buy American provision was an essential prerequisite for award.

Mr. O'Donnell stated that the bid results and decision to recommend award to the second lowest bidder were reviewed by counsel.

Mr. Stuto stated that since there were substantial deviations from the bid specifications, counsel was satisfied with the decision to recommend award to Kodiak Northwest, Inc.

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

11.2 Equipment Contract No. E582: Structural Pumper Truck

Mr. Iachetta recommended authorization to award Equipment Contract No. E582: Structural Pumper Truck, to the lowest bidder, KME Fire Apparatus, in the amount of \$460,127, to be funded from Capital Improvements Project Account No. 2590. Mr. Iachetta noted that there was a minor exception in the delivery schedule of six months necessitating the approval of a two-month extension to the delivery schedule. He stated that a damages clause will be added to ensure adherence to the extended schedule.

Acting-Chair Sleasman inquired as to whether counsel was satisfied with this. Mr. Stuto stated that the ACAA reserves the right to accept a different schedule and after review by the Selection Committee, it was determined that the extension was acceptable; however, if they go beyond the authorized schedule of 8 months (original 6 month delivery date plus 2 month extension), liquidated damages will be sought.

Mr. Dennis moved to authorize said award with 2 month delivery extension. The motion was adopted unanimously.