



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**
 8/4/08

Minutes of the Regular Meeting of the Albany County Airport Authority

June 9, 2008

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, June 9, 2008 @ 6:02 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
 Henry E. Dennis, Jr.
 John A. Graziano, Jr.
 Elliott A. Shaw
 Dorsey M. Whitehead

MEMBERS ABSENT

Richard J. Sherwood
 Daniel M. Sleasman

STAFF

John A. O'Donnell
 J. Dwight Hadley
 Doug Myers
 Peter F. Stuto

Steve Iachetta
 Ginger Olthoff
 Denise Zieske
 Helen Chadderdon

ATTENDEES

Joel Russell, AvPorts
 Pam Day, Million Air
 Eric Andersen, Times Union

Mark Rea, RPI Lighting Research Center
 Mary Cimo, RPI Lighting Research Center

Chair Langdon noted that there was a quorum.

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**

Mr. Graziano moved to approve the minutes of the May 5, 2008 meeting. 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 June, 2008.

Mr. O'Donnell referred to the Exit 3 Interchange Alternative item and stated that NYSDOT has agreed to continue the study for Exit 3 - Alternative A-1.

Chair Langdon stated that the Airport Authority fully supports the Exit 3 Alternative, especially in light of the many successes in attracting high tech companies such as AMD to the area.

Mr. Shaw inquired as to why NYSDOT took this alternative out of consideration. Mr. O'Donnell stated NYSDOT did not own the property and the property contains several wetlands.

Mr. O'Donnell referred to the item related to the demonstration project for high efficiency LED lighting in the parking garage. He introduced Mark Rea and Mary Cimo from the RPI Lighting Research Center.

Mr. Rea distributed and reviewed a power point presentation to the Board outlining the proposed demonstration project.

Mr. Langdon inquired as to why the second floor of the garage was not chosen since it is the busiest floor. Mr. Rea stated that the decision was made based on the impact it would have on the Airport, as there is a tremendous amount of activity on this floor.

Chair Langdon confirmed that the Airport would not be responsible for the purchase of any of the lighting equipment; however, the Airport would provide the labor to clean and change the lamps on the 3rd floor of the garage. Mr. Rea stated that the manufacturer will pay the cost for all of the change-outs; however, there is no provision for removal of the equipment should the Airport wish to discontinue the use of the lights. The Airport will also receive preferential pricing should the decision be made to install this equipment on other floors of the garage.

Chair Langdon stated that Item No. 14 on the agenda would be moved to this point of the agenda.

14. Demonstration Project: Evaluate High Efficiency LED Lighting in Parking Garage Sponsored by NYSERDA and Rensselaer Polytechnic Institute's Beta Lighting and Lighting Research Center

Mr. O'Donnell recommended authorization of Demonstration Project: Evaluate High Efficiency LED Lighting in Parking Garage Sponsored by NYSERDA and Rensselaer Polytechnic Institute's Beta Lighting and Lighting Research Center.

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

4. INTERESTING CORRESPONDENCE:

None

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. Hadley presented the following:

- 5.1 Statistical and Financial Performance for the Month of April 2008**
- 5.2 Comparison of Enplanements**
- 5.3 Summary of Airline Scheduled Flights and Markets**
- 5.4 USDOT Arrival and Departure Statistics**
- 5.5 Albany's Domestic Air Traffic Information for CY 2007**
- 5.6 Albany's International Air Traffic Information for CY 2007**

Mr. Hadley distributed a revised Page B-5 of the Statistical and Financial Performance for the Month of April 2008. He stated that the originally submitted Page B-5 had errors in percentage calculations.

Chair Langdon requested a detailed report on recommended adjustments that may need to be made in light of the current financial performance. Mr. O'Donnell agreed to provide this.

6. Project Development

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

Mr. O'Donnell referred to Item No. E under Airside Improvements. He stated that Cape Air will be using the former Blue Bird hangar for maintenance operations. He stated that phase one will allow for access to a vehicle parking area with installation of fencing and Phase Two will include the culvert extension. He stated that Phase Two will be brought to the Board for approval in the future.

7. Counsel

Mr. Stuto reported that all required staff and Board Financial Disclosures have been filed.

8. Concessions/Ambassador Program

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

9. Public Affairs Report

Mr. Myers presented the Public Affairs Report for the month of June 2008. Mr. Myers also reported that the new website went live today at 3 PM.

Mr. Shaw inquired as to whether Mr. Myers was happy with the vendor chosen to create the new website. Mr. Myers stated that he would have liked the site to be up and running a little sooner; however, the vendor was able to get paid advertising on the site.

10. Business and Economic Development Report

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

Ms. Zieske also reported that the Dormitory Authority was processing the grant associated with the HondaJet facility.

ACTION ITEMS:

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

11.1 Construction Contract No. 542-GC: General Construction – Runway 19 Protection Zone Obstruction Removal (Circa 1792 Historic House Relocation/Restoration)

Mr. Iachetta recommended authorization to award Construction Contract No. 542-GC: General Construction – Runway 19 Protection Zone Obstruction Removal (Circa 1792 Historic House Relocation/Restoration) to Iota Construction Corp., in the base amount of \$417,000, with Alternate No. 1 in the amount of \$27,000 and Alternate No. 2 in the amount of \$14,800, for a total contract amount of \$458,800, to be funded from Capital Improvements Project Account No. 2516, contingent upon grant award and satisfactory DBE participation.

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

11.2 Construction Contract No. 542-E: Electric – Runway 19 Protection Zone Obstruction Removal (Circa 1792 Historic House Relocation/Restoration)

Mr. Iachetta recommended authorization to award Construction Contract No. 542-E: Electric – Runway 19 Protection Zone Obstruction Removal (Circa 1792 Historic House Relocation/Restoration) to McBain Electric, in the amount of \$39,200, to be funded from Capital Improvements Project Account No. 2516, contingent upon grant award and satisfactory DBE participation.

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

11.3 Construction Contract No. 577-GC: General Construction – Airfield Security Checkpoint Personnel Booth

Mr. Iachetta recommended authorization to award Construction Contract No. 577-GC: General Construction – Airfield Security Checkpoint Personnel Booth to Iota Construction Corp., in the amount of \$116,000, to be funded from Capital Improvements Project Account No.2540.

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

11.4 Federal Cooperative Service Agreement with the United States Department of Agriculture (USDA) for Airport Wildlife Hazard Assessment Update

Mr. Iachetta recommended authorization of a Federal Cooperative Service Agreement with the United States Department of Agriculture (USDA) for Airport Wildlife Hazard Assessment Update, in the amount of \$50,752, to be funded from Capital Improvements Project Account No.2516.

Mr. O'Donnell stated that the FAA mandates that the Airport have a high level wildlife hazard program and has encouraged the Airport to have the update completed particularly in light of the fact that there have been improvements made to the Airport, i.e., both runways have been increased in length.

Chair Langdon inquired as to whether the FAA will review the report. Mr. O'Donnell stated that the update will be submitted to the FAA upon implementation of any recommended changes.

Chair Langdon inquired as to when the study will be complete. Mr. Iachetta stated that it should take approximately 12 months to complete.

Chair Langdon requested a report on the recommendations upon completion. Mr. O'Donnell agreed to provide a report.

11.5 Memorandum of Agreement: Federal Aviation Administration, Albany County Airport Authority, and New York State Historic Preservation Office for Runway 19 Approach Airspace and Protection Obstruction (Historic House) Removal By Means of Relocation-Restoration

Mr. Iachetta recommended authorization of a Memorandum of Agreement between the Federal Aviation Administration, Albany County Airport Authority, and New York State Historic Preservation Office for Runway 19 Approach Airspace and Protection Obstruction (Historic House) Removal By Means of Relocation-Restoration.

Mr. Iachetta stated that the Memorandum of Agreement had been reviewed in detail by Airport Counsel, Richard Meyers, and executed by the FAA and NYSHPO and there is a contingency clause contained in the agreement that in the event the project is not funded, it will not move forward.

Mr. O'Donnell stated that Item No. 6 under Administrative Stipulations, covers funding for any work or commitments made by the Airport which are required under the agreement.

Chair Langdon inquired as to whether the facility, once completed, can be leased out. Mr. O'Donnell stated that it could.

Mr. Whitehead moved to authorize said Memorandum of Agreement. The motion was adopted unanimously.

11.6 Amendment No. 4 – Professional Services Contract No. S504: Design Phase Engineering Services – Terminal and General Aviation Ramp and Drainage Rehabilitation with C.T. Male & Associates

Mr. O'Donnell recommended authorization of Amendment No. 4 – Professional Services Contract No. S504: Design Phase Engineering Services – Terminal and General Aviation Ramp and Drainage Rehabilitation with C.T. Male & Associates, in the amount of \$17,170, to be funded from Capital Improvements Project Account No. 2526, for additional services related to address taxiway lane widening for the Continental Q400 aircraft. Mr. O'Donnell stated that the amendment has been reviewed thoroughly and was found to be a fair fee for services.

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

11.7 Amendment to Key Bank Concession Agreement for ATM Terminals

Mr. Hadley recommended authorization of an amendment to Key Bank Concession Agreement for ATM Terminals, extending the term of the Agreement through December 31, 2013 with an option to extend to December 31, 2018 unless terminated by either party. The amendment includes an increase in the fee with an escalator for each year, as