



ALBANY COUNTY AIRPORT AUTHORITY

ALBANY INTERNATIONAL AIRPORT

ADMINISTRATION BUILDING

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**ACAA
APPROVED**

12/7/09

Minutes of the Regular Meeting of the Albany County Airport Authority

November 2, 2009

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, November 2, 2009 @ 6:00 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
Dennis Fitzgerald
John A. Graziano, Jr.
Elliott A. Shaw
Dorsey M. Whitehead

MEMBERS ABSENT

Tony Gorman

STAFF

John A. O'Donnell
Bill O'Reilly
Ginger Olthoff
Peter F. Stuto

Doug Myers
Steve Iachetta
Helen Chadderdon
Denise Zieske

ATTENDEES

Henry E. Dennis, Jr.
Joel Russell, AvPorts
Pam Day, Million Air
Eric Anderson, Times Union

Mark Bagdon, Novus Engineering
Jack Tabner, Esq., Park Ride N^o Fly
Peter Rea, NYSDOT

Chair Langdon noted there was a quorum.

1. **CHAIR'S REMARKS**

Chair Langdon recognized Henry E. Dennis, Jr., for serving as an Authority member for 9 years, noting that Mr. Dennis had resigned as a member effective November 1, 2009. Chair Langdon stated that Mr. Dennis was initially appointed in 2000, the same year that Southwest Airlines began service in Albany.

Chair Langdon presented a plaque to Mr. Dennis that reads as follows:

Henry E. Dennis, Jr.

Albany County
Airport Authority
Board
2000-2009

In grateful recognition of your leadership,
Service and dedication to the
Albany International Airport
and the air travelers of
the Capital Region of New York

Chair Langdon also presented a 3-season jacket with an embroidered Airport logo and dates of service to Mr. Dennis.

2. **MINUTES**

Mr. Whitehead moved to approve the September 14, 2009 minutes. 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 November 2009.

Mr. O'Donnell also reported on the following:

- **Airline Affairs Committee Meeting:** A meeting was held with the Airline Affairs Committee on October 29, 2009 to review the preliminary 2010 budget. Southwest Airlines' representative, Steve Sisneros, is the Chair of the Committee since Southwest is the dominant carrier at Albany. The meeting went very well and the airlines were complimentary regarding the efforts that have been made and will continue to be made to reduce costs, i.e., Authority staff reductions and made inquiries about the biometric time clock system. Mr. Sisneros recommended that the current Airline Use and Lease agreement be extended by all airlines for another 5-year period. The airlines are required to notify the Authority 6 months in advance of the termination date (December 31, 2010) of their intent to extend the agreement and to advise of any revisions to their space requirements. The Committee agreed that any changes in the Airline Use and Lease agreement should be addressed by a letter amendment.

Chair Langdon referred to the item related to the Airline Affairs Committee meeting and stated that he was happy to hear that the airlines were complimentary and will be extending the contract. Chair Langdon stated that this was of great concern to the Authority members and he expressed gratitude to Mr. O'Donnell, Mr. O'Reilly and staff on a job well done.

4. **INTERESTING CORRESPONDENCE:**

Noted

MANAGEMENT REPORTS:

5. **Chief Financial Officer**

Mr. O'Reilly presented the following:

- 5.1 **Statistical and Financial Performance for the Month of September 30, 2009**
- 5.2 **Comparison of Enplanements**
- 5.3 **Summary of Airline Scheduled Flights and Markets**
- 5.4 **USDOT Arrival and Departure Statistics**

Mr. O'Reilly distributed and reviewed a power point presentation outlining the financial performance for the period ended September 30, 2009.

Mr. O'Reilly reported that the net due from the airlines as of September 30, 2009 was \$355,000 which was down from June when the net due was \$528,000. He stated that the airlines had been advised of this at the Airline Affairs Committee meeting.

Chair Langdon referred to the Summary of Airline Scheduled Flights and Markets and inquired as to whether a notation could be added if an additional flight is a return of prior service. Mr. O'Reilly agreed to do this.

Mr. Shaw referred to the fact that long term debt has increased. Mr. O'Reilly stated that the long term debt increased due to the accrual of interest between semi-annual bond payment dates and it will be reduced in December as annual principal and additional semi-annual interest payments are made through the end of the year.

6. **Project Development**

Mr. Iachetta presented the Project Development Status Report for the month of November 2009.

Mr. Iachetta also reported on the following:

- **Roundabout:** The Roundabout located at the intersection of State route 155, Old Niskayuna Road, Old wolf road and Watervliet Shaker Road is substantially complete. Completion of the Roundabout will allow direct access to Lot E from the Northway Exit 5.

- **Meeting with FAA:** The annual meeting with the FAA's New York Airport District Office will be held on Tuesday, November 10, 2009 where the Capital Program will be reviewed for eligible 2010-2013 AIP funding.

6.1 Presentation on Energy Efficient Lighting Fixtures in Parking Garage

Mr. O'Donnell introduced Mr. Mark Bagden, the President of Novus Engineering.

Mr. Bagden reviewed a Powerpoint Presentation on the Parking Garage Lighting Retrofit Project. He stated that the project objectives were to save energy, improve light levels and quality and reduce maintenance issues. He stated that an energy savings analysis and lighting fixture analysis were undertaken and based upon these analyses the Fluorescent (New T5HO Fixture) was selected to be used for the lighting retrofit to replace the 100w Metal Halide lamps currently in place.

Mr. Bagden also reported on energy conservation initiatives that were offered by NYS Energy Research & Development Authority (NYSERDA):

- **FlexTech:** 50% cost sharing under Flexible Technical Assistance (FlexTech) to implement the lighting study which saved the Airport approximately \$21,000; and
- **Existing Facilities Program:** Additional NYSEDA support for Performance Based electric savings of \$0.12 kWh which will result in a \$77,000 incentive.

Mr. Fitzgerald inquired as to over what period of time the incentive was paid out. Mr. Bagden stated that he was not quite sure but would contact NYSEDA to get the answer.

Mr. Fitzgerald inquired as to how long the selected fixture has been in use in the industry. Mr. Bagden stated that the T5 is the next generation fluorescent fixture that has been in existence for the past 10 years.

Mr. Bagden stated that a similar retrofit was done for the Albany Parking Garages over one year ago and there have been no failures to date.

Mr. O'Donnell stated that he had a concern as to the impact the cold weather months would have on the lighting. Mr. Bagden stated that this was also a concern for the Albany Parking Garages, as well, and was looked at closely. It has been determined that the T5 does perform very well in the cold weather.

Chair Langdon inquired as to why we would be moving back to the longer fluorescent type lighting. Mr. O'Donnell stated that the selected fixtures were very modern looking and were short in length. Mr. Bagden stated that these ungraded fixtures will provide much more natural lighting, did not leave spots in front of the eyes and will produce a dramatic improvement over the current lighting.

Mr. Fitzgerald inquired as to the next steps. Mr. Bagden stated that a walk-through was scheduled for November 10th and a contract should be awarded in early December.

7. Counsel

None

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Program Report for the month of November 2009.

Ms. Chadderdon also presented an update on the concession renovations as follows:

- Concourse 'B' Hudson Wine Bar Location: French doors have been installed in order to provide access to an expanded seating area which is being utilized while the renovations for Silks is underway. Silks is scheduled to open on November 21st.
- Dunkin Donuts will be opening on November 5th.
- Concourse 'C' – Brioche Doree is under construction at this time and scheduled to open prior to Christmas. A small area has been set-up where patrons can purchase beverages and Grab 'n Go items.

Mr. O'Donnell stated that in order to facilitate the construction of Brioche Doree several organizations have been impacted, i.e., the Paradies Shops storage area was displaced and moved to an area used by The Departure shop for storage and office space. Storage space for the Departure Shop was then moved to an area on the 1st floor of the Terminal and office space will be relocated to the 3rd Floor of the terminal.

9. Public Affairs Report

Mr. Myers presented the Public Affairs Report for the month of November 2009.

Mr. Fitzgerald referred to the item related to the Mandatory Drill and inquired as to whether any feedback was obtained by the participants. Mr. O'Donnell referred the question to Mr. Joel Russell (AvPorts Airport Manager). Mr. Russell stated that a critique was held one week following the drill and participants presented their feedback of the event at that time. The results of the critique are reviewed and the Emergency Plan will be amended to reflect any changes that are made to the Plan as a result of the critique.

10. Business and Economic Development Report

Ms. Zieske presented the Business and Economic Development Report for the month of November 2009.

ACTION ITEMS:

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

11.1 Lease Amendment to Lease No. L537: 74 Sicker Road – ACAA Bldg. No. 212 with Leroy Holding Co., Inc.

Ms. Zieske recommended authorization of Lease Amendment to Lease No. L537: 74 Sicker Road – ACAA Bldg. No. 212 with Leroy Holding Co., Inc., for construction of a 480 sf addition on the existing structure which will be constructed at Leroy Holding's sole expense. Leroy Holding will not pay rent for the 480 square feet for the first 15 years commencing on January 1, 2010. In the 16th year of renewal, Leroy

Holding will pay for the entire building at the then current per square foot rate. If the lease is not renewed, the Authority keeps the improvements with no compensation to Leroy Holding.

Mr. Fitzgerald inquired if there was an escalator included in the amendment. Ms. Zieske stated that there is a 3.5% annual escalator.

Mr. Fitzgerald inquired as to how long Leroy Holding has been a tenant. Ms. Zieske stated that they have been a tenant since March 2007.

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

11.2 Lease Amendment No. 2 to Lease No. L637: 745 Albany-Shaker Road – ACAA Bldg. No. 203 with Integra Networks, Inc.

Ms. Zieske recommended authorization of Lease Amendment No. 2 to Lease No. L637: 745 Albany-Shaker Road – ACAA Bldg. No. 203 with Integra Networks, Inc. for additional office space to occupy the entire second floor of ACAA Bldg. No. 203. This will now be a three year lease with renewal options. The renewal rate will increase to \$1,334. A 3.5 % COLA will be applied on the first and subsequent anniversaries.

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

11.3 Operating Permit: Aircraft Cleaner Service with Michael Stafford

Ms. Zieske recommended authorization of an Operating Permit: Aircraft Cleaner Service with Michael Stafford to provide aircraft cleaning services for aircraft at the FBO, as well as other locations at the Airport. The Authority will receive 10% of gross revenues generated from the aircraft cleaning services.

Mr. Shaw inquired as to whether this was a company. Mr. O'Donnell stated that this was a sole proprietor.

Mr. Shaw inquired as to how this individual is known to the airlines. Ms. Zieske stated that these services are not provided to the airlines but are provided to general aviation aircraft owners only.

Mr. Shaw inquired as to how this individual markets services. Ms. Zieske stated that his referrals to date have been through word of mouth.

Chair Langdon inquired to Ms. Day (General Manager of Million Air) as to whether this would create business. Ms. Day stated that she wasn't sure as to how much business he would get.

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