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**Minutes of the Personnel Committee Meeting
 of the Albany County Airport Authority
 December 16, 2008**

**ACAA
 APPROVED**
12/15/09

Pursuant to notice duly given and posted, the Personnel Committee meeting of the Albany County Airport Authority was called to order on Tuesday, December 16, 2008 @ 8:30 am in the 2nd Floor Conference Room of the Authority Administration Building, located at the Albany International Airport by Personnel Committee Chair Richard Sherwood with the following present:

MEMBERS PRESENT

Richard J. Sherwood, Chair Personnel Committee
 John A. Graziano, Jr.
 Elliott A. Shaw

MEMBERS ABSENT

None

STAFF

John A. O'Donnell
 Bill O'Reilly
 Ginger Olthoff

ATTENDEES

None

1. Approve Minutes

- 1.1 December 18, 2007 Minutes**
- 1.2 April 2, 2008 Minutes**
- 1.3 April 3, 2008 Minutes**

Mr. Graziano moved to authorize minutes of the December 18, 2007, April 2, 2008 and April 3, 2008 Meetings. The motion was adopted unanimously.

2. Discussion on ACAA Annual Cost of Living Adjustment

Mr. O'Donnell stated that the Authority Personnel Handbook provides for an annual cost of living adjustment (COLA) for its employees. The Authority has provided COLAs on an annual basis to its employees since its inception.

Mr. O'Donnell stated that the CPI for the first 6 months in 2008 compared to 2007 was at approximately 4%. He stated that in consideration of the current economic conditions, he has provided the Committee with three options for consideration for COLAs. Mr. O'Donnell distributed the 2009 Salary Schedule for Authority employees which contained three options for 2009 COLAs.

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

Mr. O'Donnell stated that he contacted representatives from Albany County and was advised that raises for non-union employees would be in the 2-3% range; however, a decision had not yet been made by the Albany County Legislature. He stated that raises for City of Albany employees making under \$35,000 per year would be 3% and for those making \$35-\$70,000 per year 2%. The City had not determined what percentage would be given for those making over \$70,000 per year. He stated that it was unclear as to how New York State would be handling salary increases during the State's fiscal crisis.

Mr. Sherwood stated that the percentage being used by the Town of Guilderland was 3%.

Mr. O'Donnell stated that AvPorts and Million Air union agreements call for a range of 3-3.5%.

Mr. O'Donnell reviewed the three options outlined in the 2009 Salary Schedule:

- Option 1: \$70,000 and Over = 2.25%; Under \$70,000 = 3%; CEO = 1%
- Option 2: 3% Across the Board
- Option 3: Delay Option 2 Until April 1, 2009

Mr. Sherwood inquired as to the percentage increase that was given last year. Mr. O'Donnell stated that the percentage was 3.25%.

Mr. O'Reilly stated that the 2009 Operating Budget included 3% COLAs across the board.

Mr. Shaw inquired as to the status of the management contract with Ray Casey. Mr. O'Donnell stated that his hours were currently at half which was equivalent to a one-quarter position and were included in a separate line item in the budget for consultants. Mr. O'Donnell stated that this contract will be phased-out during 2009.

Mr. Sherwood inquired if Mr. Casey received benefits. Mr. O'Donnell stated that as a consultant, he would not receive benefits.

Mr. Graziano requested confirmation that the budget included 3% raises. Mr. O'Donnell stated that it did.

Mr. O'Donnell stated that he recommended Option No. 1. He stated that he was not in favor of Option 3, as Authority employees were hard working and a delay would likely hamper employee morale. He stated that he was not in favor of 3% across the board, due to the current economic conditions. Mr. O'Donnell stated that although his contract called for his receiving the same percentage increase as other Authority staff, he was willing to accept a 1% raise this year, as included in Option No. 1. He stated that the current increment plan would remain in effect.