



**ALBANY COUNTY AIRPORT AUTHORITY**  
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**ACAA**  
**APPROVED**  
 4/7/08

**Minutes of the Regular Meeting of the Albany County Airport Authority**

**March 3, 2008**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, March 3, 2008 @ 6:00 PM in the 3<sup>rd</sup> 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  
 Daniel M. Sleasman  
 Richard J. Sherwood

**MEMBERS ABSENT**

Dorsey M. Whitehead

**STAFF**

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

Steve Iachetta  
 Ginger Olthoff  
 Denise Zieske  
 Helen Chadderdon

**ATTENDEES**

Joel Russell, AvPorts  
 Larry Fairchild, Clough Harbour & Associates  
 Paul McDonnell, Clough Harbour & Associates  
 Cathy Woodruff, Times Union

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 January 29, 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 March, 2008.

Mr. O'Donnell also reported that two airlines have submitted proposals to the federal government to provide Essential Air Service (EAS) to upstate New York: Gulfstream International out of Florida and Cape Air out of Massachusetts. Gulfstream has proposed one flight out of Watertown to Albany. Cape Air has proposed using Albany as a hub to provide service to Watertown, Ogsdenburg and Massena. Mr. O'Donnell stated that he was currently working with both airlines with the intention of both providing increased flights from Albany in an effort to grow regional airline service.

**4. INTERESTING CORRESPONDENCE:**

Noted

**MANAGEMENT REPORTS:**

**5. Chief Financial Officer**

Mr. Hadley presented the following:

- 5.1 Statistical and Financial Performance for the Month of January 31, 2008**
- 5.2 Comparison of Enplanements**
- 5.3 Summary of Airline Scheduled Flights and Markets**
- 5.4 USDOT Arrival and Departure Statistics**

Mr. Hadley noted that the rising cost of fuel was effecting all aspects of operations at the Airport, i.e., Million Air and the commercial airlines. He stated that oil was at \$104 per barrel. The wholesale cost of fuel was \$3.00 per gallon, pre-tax and pre-margin, and the retail cost was in the \$5.00 range per gallon. Also, the airlines had their fourth fare increase of \$10 over the weekend.

## 6. Project Development

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

Mr. Iachetta introduced Mr. Larry Fairchild and Mr. Paul McDonnell from Clough Harbour who reviewed the *Progress Summary and Proposed Approach for Phase II of the RW 10 FAR Part 77 Approach Obstruction (Tree) Removal Project* which was included in the previously distributed ACAA Agenda Book.

Mr. Fairchild summarized the philosophy of the project as follows:

- Mitigation of impact to neighbors to every extent possible and propose altering surfaces only as needed for safety;
- Mitigation of impacts by providing betterments to the impacted properties, i.e., fencing, screening, landscape planning;
- Tree removals will not move forward without the express consent of property owners;
- Eminent domain will not be an option;
- All property owners will be approached with a great deal of sensitivity, i.e., there are 12 meetings budgeted with the representatives of the Shaker Ridge Country Club.

Mr. McDonnell outlined the specifics of Phase I and Phase II of the project. He noted that there were three key properties whereby obstruction removal was critical for the operation of Regional Jets at the Airport. These properties are: Memorys Garden; Shaker Ridge Country Club and British American.

Mr. McDonnell reviewed the *Recommended Approach for Aviation Easements* included in the *Progress Summary and Proposed Approach for Phase II of the RW 10 FAR Part 77 Approach Obstruction (Tree) Removal Project* which was included in the previously distributed ACAA Agenda Book.

Mr. McDonnell stated that meetings will be held with the property owners and the FAA for concurrence on the project approach to be followed by formation of an action plan to be in place at the completion of Phase II.

Mr. Sleasman requested that a cost-benefit analysis be prepared regarding penalties versus new construction (tree removals) between the minimums at 34:1 and 20:1.

Mr. McDonnell stated that a cost-benefit analysis is scheduled to be done as part of the project once the meetings are completed with the property owners and the FAA.

Mr. Sleasman requested that the Board members be advised as to the results of these meetings and cost-benefit analysis. Mr. McDonnell stated that this information would be presented to the Board.

Mr. Sherwood entered the meeting.

**7. Counsel**

Mr. Stuto advised that Financial Disclosures are due on May 15, 2008. Mr. Stuto stated that both the County and ACAA staff will forward packages to the Board.

Chair Langdon requested a reminder at the next meeting. Mr. Stuto agreed.

**8. Concessions/Ambassador Program**

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

**9. Public Affairs Report**

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

**10. Business and Economic Development Report**

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

Ms. Zieske reported that Eclipse Aviation has officially received its certification for maintenance operations.

**ACTION ITEMS:**

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

**11.1 Amendment No. 2: Professional Services Contract No. S486: Design of T-Hangars and Aircraft Site Maintenance Hangar with Stantec Consulting Services, Inc.**

Mr. O'Donnell recommended authorization of Amendment No. 2 to Professional Services Contract No. S486: Design of T-Hangars and Aircraft Site Maintenance Hangar with Stantec Consulting Services, Inc., in the amount of \$13,860, to be funded from Capital Improvement Project Account No. 2566.

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

**11.2 Construction Contract No. 562DEM: Demolition & Site Restoration of One Commercial Property at 1036 Troy-Schenectady Road and Two Single Story Structures at 27 and 30 Buhrmaster Road**

Mr. Iachetta recommended authorization to award Construction Contract No. 562DEM: Demolition & Site Restoration of One Commercial Property at 1036 Troy-Schenectady Road and Two Single Story Structures at 27 and 30 Buhrmaster Road to KEK Excavators, in the amount of \$36,735, to be funded from Capital Improvement Project Account No. 2501/2516.

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

**12. Authorization of Change Orders**

Mr. O'Donnell reviewed the expenditures for the Eclipse General Aviation Maintenance Hangar. He stated that he, Richard Meyers (Airport Counsel) and Rich Morgan (Airport Engineer) were working diligently to resolve the issues with the project architect, SRG Architects. He stated further that he was confident that the project will be completed within budget.

Mr. O'Donnell recommended authorization of the following change orders:

**12.1 Construction Contract No. 495GC: General Construction - General Aviation Maintenance Hangar (Eclipse Aviation) with Jersen Construction Group**

Change Order No. 5 to Construction Contract No. 495GC: General Construction - General Aviation Maintenance Hangar (Eclipse Aviation) with Jersen Construction Group, for an additional amount of \$108,684, to be funded from Capital Improvement Project Account No. 2576.

Mr. O'Donnell stated that this was the final, close-out change order for this contract. He stated that successful negotiations were held with Jersen which resulted in a reduction of \$50,000 from the original change order amount.

Mr. Sleasman moved to authorize said change order. The motion was adopted unanimously.

**12.2 Construction Contract No. 495P: Plumbing - General Aviation Maintenance Hangar (Eclipse Aviation) with General Mechanical Systems, Inc.**

Change Order No. 3 to Construction Contract No. 495P: Plumbing - General Aviation Maintenance Hangar (Eclipse Aviation) with General Mechanical Systems, Inc., for an additional amount of \$3,620, to be funded from Capital Improvement Project Account No. 2576.

Mr. Shaw moved to authorize said change order. The motion was adopted unanimously.

**12.3 Construction Contract No. 486GC: General Construction – T-Hangar Improvement Project with BCI Construction, Inc.**

Change Order No. 1 to Construction Contract No. 486GC: General Construction – T-Hangar Improvement Project with BCI Construction, Inc., for an additional amount of \$1,025, to be funded from Capital Improvement Project Account No. 2566.

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

**12.4 Construction Contract No. 486E: Electric – T-Hangar Improvement Project with Northwild Systems, Inc.**

Change Order No. 1 to Construction Contract No. 486E: Electric – T-Hangar Improvement Project with Northwild Systems, Inc., for an additional amount of \$2,754, to be funded from Capital Improvement Project Account No. 2566.

Mr. Shaw moved to authorize said change order. The motion was adopted unanimously.

**13. Acceptance of Financial & Audit Documents**

Mr. Hadley reviewed Items 13.1 – 13.3.

Mr. Shaw, Audit Committee Chair, stated that this was a year of transition, as per the rotation policy of the ACAA, whereby a new audit firm, Marvin & Company, performed this year's audit. He stated that, in addition, to the transition from one firm to another, there was a restricted time frame in which the audit had to be performed. Mr. Shaw stated that Mr. Hadley and Ms. Herrmann (Chief Accountant) worked incredibly hard in working with the auditors to meet the timeframe allowed. He complimented Marvin & Company for an outstanding job in getting the audit complete within the specified timeframe, as well.

Mr. Shaw stated that the Audit Committee had met on November 28, 2007 with Marvin & Company to review the upcoming audit. Mr. Shaw also stated that the Audit Committee met again on February 21, 2008 to review the audit findings and he was pleased to report that the audit resulted in a "clean opinion."

Mr. Sleasman, Finance Committee Chair, stated that the Annual Report and Airline Rates & Charges Settlement was reviewed in depth at the joint Finance and Audit Committee meeting held on February 21, 2008.