



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
 04/22/2019

Minutes of the Special Meeting of the Albany County Airport Authority

April 8, 2019

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, April 8, 2019 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Tony Gorman
 Lyon M. Greenberg, M.D.
 Patricia M. Reilly
 Steven H. Heider
 Kevin R. Hicks
 Samuel A. Fresina

MEMBERS ABSENT

STAFF

John A. O'Donnell
 William J. O'Reilly
 Peter Stuto
 Liz Charland
 Steve Iachetta
 Helen Chadderdon
 Doug Myers

ATTENDEES

Fred Acunto, Airport Manager, AvPorts
 John DelBalso, Assistant Airport Manager, AvPorts
 Bob Heitz, Manager Million Air
 Ray Casey, Airport Consultant
 Fire Chief David Cook
 Fire Captain Stephen Dorsey
 Firefighter Michael Cox
 Michael DeSocio, Business Review

1. CHAIRMAN’S REMARKS

2. MINUTES

Mr. Heider moved to approve the minutes of the December 10, 2018 and March 18, 2019 Regular Meetings.

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 April 2019.

Fire Chief David Cook presented the Fire Department’s 2018 end of the year report.

4. INTERESTING CORRESPONDENCE

Noted

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O’Reilly presented the following:

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

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of April 2019.

7. Counsel

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of April 2019.

9. Public Affairs

Mr. Myers presented the Public Affairs Status Report for the month of April 2019.

Action Items:

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

10.1 Construction Contract: Authorization to Award Contract 991-ES:

Garage Escalator Replacement

Mr. O'Donnell recommended authorization to award Contract 991-ES for Garage Escalator Replacement to qualified low bidder Wainschaf Associates, Inc. for \$775,000. He advised this contract will be funded from CPN 2250 and will be 31.1%+/- state funded and 68.9%+/- airport funded and the Contract is subject to the Project Labor Agreement between the Greater Capital Region Building and Construction Trades, AFL-CIO and Turner Construction Company (Construction Manager) dated December 18, 2018.

Dr. Greenberg inquired what our estimate was for the project. Mr. O'Donnell advised we had estimated the project in the range of \$800,000.

Mr. Hicks inquired if Wainschaf Associates, Inc. will be required to comply with the apprenticeship requirements. Mr. O'Donnell advised that Wainschaf will be complying with the apprenticeship requirements along with their sub-contractors.

Dr. Greenberg moved to authorize the award of Contract 991-ES for the Garage Escalator Replacement to Wainschaf Associates, Inc. in the amount of \$775,000. The motion was adopted unanimously.

10.2 Construction Contract: Authorization to Award Construction Contract 1010-GC Million Air Hangar Door Removal to Sam Greco Construction, Inc.

Mr. O'Donnell recommended authorization to award Contract No. 1010-GC for the Million Air Hangar Door to the qualified low bidder, Sam Greco Construction, Inc. in the amount of \$243,950 contingent on compliance with the M/WBE requirements. He advised this contract will be funded from CPN 2272 and will be 100% airport funded. He also recommended that in the event the low bidder cannot comply with the M/WBE requirements, the CEO shall be authorized to award to the second low bidder, Duncan & Cahill in the amount of \$248,000.

Mr. Hicks moved to authorize the award of Contract 1010-GC for the Million Air Hangar Door to Sam Greco Construction, Inc. in the amount of \$243,950 contingent upon compliance with the M/WBE requirements. Also, in the event the low bidder cannot comply with the M/WBE requirements, the CEO shall be authorized to award to the second low bidder, Duncan & Cahill in the amount of \$248,000. The motion was adopted unanimously.

10.3 Construction Contract: Authorization to Award Construction Contract 991- R Photovoltaic Panel System Terminal to Kasselmann Electric

Mr. O'Donnell recommended authorization to award Contract 991-R for Photovoltaic Panel System Terminal to qualified low bidder Kasselmann Electric for \$959,895. He advised this contract will be funded from CPN 2250 and will be 31.1%+/- state funded and 68.9%+/- airport funded and is contingent on NYSDOT concurrence and compliance with the M/WBE requirements.

Mr. Heider moved to authorize the award of Contract 991-R for the Photovoltaic Panel System Terminal to Kasselmann Electric in the amount of \$959,895 contingent on NYSDOT concurrence and compliance with the

M/WBE requirements. The motion was adopted unanimously.

10.4 Intentionally Omitted

10.5 Approve award of Energy Broker Contract to Ameresco, Inc. and Authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods.

Mr. O'Donnell recommended authorization to award Contract No. 1001-EB, the Energy Broker Contract to Ameresco, Inc. and to authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods. The annual Broker Fee is \$9,500 and is 100% airport funded.

Dr. Greenberg moved to authorize the award of Contract No. 1001-EB for the Energy Broker Contract to Ameresco, Inc. and to authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods. The motion was adopted unanimously.

10.6 Approve parking rate change for the Garage and Long-Term lot by \$1 per day as recommended in a Study by Leigh Fisher, subject to time needed to adjust parking system fee computers and rate signs.

Mr. O'Reilly recommended authorization to approve parking rate changes for the Garage and Long-Term lots by \$1.00 per day as recommended in a study by Leigh Fisher, subject to time needed to adjust the parking system fee computers and rate signs. He advised that in 2015 the Authority requested its Airport Consultant, the firm of LeighFisher, review its parking rates and activities levels and make rate recommendations. At that time, the Authority adopted a phased rate increase approach. The following year, the Authority hired a parking valet service to increase its Long-Term parking capacity on a flexible basis to avoid raising rates. Currently with the increased airline activity, the demand for Long-Term and Garage parking has increased and capacity is very tight justifying phase 2 of the rate increase. The economy lot and short-term lot rates will remain at \$6 per day and \$2 per hour/\$24 per day respectively.

Mr. Hicks moved to authorize phase 2 of the 2015 approved rate increase, approving parking rate changes for the Garage and Long-Term lots by \$1.00 per day. The motion was adopted unanimously.

10.7 Authorization to Award: Final Purchase Equipment for the Public Address System to Presentation Concepts Corporation, Inc. (authorized dealer for Atlas IED).

Mr. O'Donnell recommended authorization to purchase the equipment to complete the replacement of the public address system in the amount of \$210,423 from Presentation Concepts Corporation, Inc. (PCC). He advised this purchase will be 100% Airport funded and will be funded from account number 2250.

Mr. Gorman moved to authorize the final purchase of equipment for the Public Address System to Presentation Concepts Corporation, Inc. (authorized dealer for Atlas IED) in the amount of \$210,423. The motion was adopted unanimously.

11. Authorization of Change Orders - None

12. Authorization of Federal and State Grants

13. Emergency Procurement Approvals by CEO - Informational Only

Old Business:

Mr. Heider inquired if there was anything new with the taxis.

Mr. O'Donnell stated the taxis are currently doing well and are staying. He also advised we will be evaluating them in a few months.

Mr. Hicks inquired if the poll in the Times Union was our poll.

Mr. Myers advised that was a Times Union poll.

Ms. Reilly inquired concerning the notification that Cape Air was departing the airport as a result of being unsuccessful with a further EAS federal contract.

Mr. O'Donnell and Mr. Myers addressed Ms. Reilly's inquiry and confirmed that they were scheduled to leave in May.

New Business:

Father Doyle made a motion to go into Executive Session to discuss:

Executive Session:

ES-1 – To discuss the history of a particular person.

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 1:10 p.m.



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ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

AGENDA

April 8, 2019

General:

1. Chairman's Remarks
2. Approval of Minutes

Regular Meeting – December 10, 2018
Regular Meeting – March 18, 2019
3. Communications and Report of Chief Executive Officer
 - 3.1 ARFF 2018 End of Year Report – Fire Chief Dave Cook
4. Interesting Correspondence

Management Reports:

5. Chief Financial Officer
 - 5.1 Statistical and Financial Performance
 - 5.2 Comparison of Enplanements
 - 5.3 Summary of Airline Scheduled Flights and Markets
 - 5.4 USDOT Arrival and Departure Statistics
6. Project Development
7. Counsel
8. Concessions/Ambassador Program
9. Public Affairs

Action Items:

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

- 10.1 Construction Contract: Authorization to Award Contract 991-ES: Garage Escalator Replacement**
- 10.2 Construction Contract: Authorization to Award Construction Contract 1010-GC Million Air Hangar Door Removal to Sam Greco Construction, Inc.**
- 10.3 Construction Contract: Authorization to Award Construction Contract 991- R Photovoltaic Panel System Terminal to Kasselmann Electric**
- 10.4 Intentionally Omitted**
- 10.5 Approve award of Energy Broker Contract to Ameresco, Inc. and Authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods.**
- 10.6 Approve parking rate change for the Garage and Long-Term lot by \$1 per day as recommended in a Study by Leigh Fisher, subject to time needed to adjust parking system fee computers and rate signs.**
- 10.7 Authorization to Award: Final Purchase Equipment for the Public Address System to PCC**

11. Authorization of Change Orders

None

12. Authorization of Federal and State Grants

None

13. Emergency Procurement Approvals by CEO – Informational Only

None

Old Business:

New Business:

Executive Session:

ES-1 – Employment History of a Particular Individual

NOTICE

ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

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TIMES UNION

timesunion.com

Albany Times Union
News Plaza
Box 15000
Albany, New York 12212

ALBANY INTERNATIONAL AIRPORT
737 ALBANY SHAKER RD
ADMINISTRATIVE BLDG SUITE 204
ATTN: KATIE KANE
ALBANY, NY 12211

Account Number: 061026000
Order Number: 0004047006
Order Invoice Text: Special Meeting Notice

A Loveridge / T Tomes / S Rawling / R Bernard / T Duquette of the city of Albany, being duly sworn, says that he/she is principal Clerk of THE TIMES UNION, a daily newspaper printed in the county of Albany, Town of Colonie, and Published in the County of Albany, Town of Colonie and the city of Albany, aforesaid and that notice of which a printed copy is annexed has been regularly published in the said ALBANY TIMES UNION on the following dates

03-25-2019



Sworn to before me, this 26 day of March 2019.



TRACI RABIDOU
Notary Public - State of New York
No. 01RA6319968
Qualified in Albany County
My Comm. Expires Mar. 2, 2023

Notary Public
Albany County



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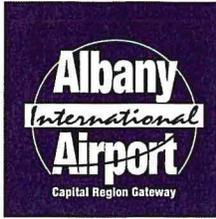
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Liz Charland

From: Liz Charland
Sent: Thursday, March 21, 2019 1:43 PM
To: TU Legals
Subject: Please publish one time ASAP. Thank you.
Importance: High

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Liz Charland

From: Liz Charland
Sent: Thursday, March 21, 2019 1:41 PM
To: "Saratogian Newspapers"; 'The Colonie Spotlight'; 'The Gazette'; 'The Troy Record'
Subject: Special Meeting - Monday April 8, 2019 at 11:30 a.m. - PLEASE PUBLISH ONE TIME ASAP - THANK YOU.

Importance: High

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Liz Charland

From: Liz Charland
Sent: Thursday, March 21, 2019 1:38 PM
To: ACAAlist
Subject: Special Meeting Monday, April 8, 2019 at 11:30 a.m.
Importance: High

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Liz Charland

From: Liz Charland
Sent: Thursday, March 21, 2019 1:37 PM
To: 'Kenneth Doyle'; 'Kevin R. Hicks, Sr. - IPAD'; 'Kevin R. Hicks, Sr. (Personal)'; 'Lyon Greenberg, MD'; 'Lyon Greenberg, MD - IPAD'; 'Patricia M. Reilly'; 'Patricia M. Reilly - IPAD'; 'Rev. Kenneth Doyle (Personal)'; 'Samuel A. Fresina'; 'Samuel A. Fresina - IPAD'; Steve Heider; 'Steven H. Heider'; 'Tony Gorman'; 'Tony Gorman - IPAD'
Subject: Special Meeting Notice - Monday, April 8, 2019 at 11:30 a.m.
Importance: High

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Liz Charland

From: Liz Charland
Sent: Thursday, March 21, 2019 1:43 PM
To: 'Bart Johnson'; 'Bob Heitz'; 'Brandon Russell, Majority Counsel'; 'County Executive Daniel P. McCoy'; 'Dave Collins'; 'Douglas A. Bullock, Albany County Mass Transit Committee Chair'; 'Eric Anderson'; 'Frank Mauriello, Albany County Minority Leader'; 'Fred Acunto'; 'George Penn (Albany County)'; 'Jill Bryce'; 'John DelBalso'; 'Kelly Boyea (Albany County)'; 'Majority Leader Dennis Feeney'; 'Mike DeMasi'; 'Pam Allen'; 'Pete Rea (prea@dot.state.ny.us)'; 'Spotlight News'; 'WRGB News'
Subject: ACAA Special Meeting Notice Monday, April 8, 2019 at 11:30 a.m.

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NOTICE

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SPECIAL MEETING

AGENDA

April 8, 2019

General:

1. **Chairman's Remarks**
2. **Approval of Minutes**

Regular Meeting – December 10, 2018
Regular Meeting – March 18, 2019
3. **Communications and Report of Chief Executive Officer**
 - 3.1 **ARFF 2018 End of Year Report – Fire Chief Dave Cook**
4. **Interesting Correspondence**

Management Reports:

5. **Chief Financial Officer**
 - 5.1 **Statistical and Financial Performance**
 - 5.2 **Comparison of Enplanements**
 - 5.3 **Summary of Airline Scheduled Flights and Markets**
 - 5.4 **USDOT Arrival and Departure Statistics**
6. **Project Development**
7. **Counsel**
8. **Concessions/Ambassador Program**
9. **Public Affairs**

Action Items:

10. **Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 10.1 **Construction Contract: Authorization to Award Contract 991-ES: Garage Escalator Replacement**
 - 10.2 **Construction Contract: Authorization to Award Construction Contract 1010-GC Million Air Hangar Door Removal to Sam Greco Construction, Inc.**

- 10.3 **Construction Contract: Authorization to Award Construction Contract 991- R Photovoltaic Panel System Terminal to Kasselmann Electric**
 - 10.4 **Intentionally Omitted**
 - 10.5 **Approve award of Energy Broker Contract to Ameresco, Inc. and Authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods.**
 - 10.6 **Approve parking rate change for the Garage and Long-Term lot by \$1 per day as recommended in a Study by Leigh Fisher, subject to time needed to adjust parking system fee computers and rate signs.**
 - 10.7 **Authorization to Award: Final Purchase Equipment for the Public Address System to PCC**
- 11. **Authorization of Change Orders**
 - None
 - 12. **Authorization of Federal and State Grants**
 - 13. **Procurement Approvals by CEO – Informational Only**

Old Business:

New Business:

Executive Session:

ES-1 – Employment History of a Particular Individual

ES-2 –

Attorney-Client Privilege Matters:

AGENDA ITEM NO. 1

Chairman's Remarks

AGENDA ITEM NO. 2

Approval of Minutes



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Minutes of the Regular Meeting of the Albany County Airport Authority

ACAA Approved
 04-08-2019

December 10, 2018

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, December 10, 2018 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Patricia M. Reilly
 Lyon M. Greenberg, M.D.
 Tony Gorman
 Kevin R. Hicks
 Steven H. Heider
 Samuel A. Fresina

MEMBERS ABSENT

STAFF

John A. O'Donnell
 William J. O'Reilly
 Peter Stuto
 Liz Charland
 Steve Iachetta
 Helen Chadderdon
 Doug Myers
 John LaClair
 Margaret Herrmann
 Kathy Greenwood

ATTENDEES

Fred Acunto, Airport Manager, AvPorts
 John DelBalso, Assistant Airport Manager, AvPorts
 Bob Heitz, Manager Million Air
 Dennis Feeney, Majority Leader
 Ray Casey, Airport Consultant
 Eric Anderson, Time Union

1. **CHAIRMAN'S REMARKS**
2. **MINUTES**

Dr. Greenberg moved to approve the minutes of the November 5, 2018 Regular 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 December 2018.

4. INTERESTING CORRESPONDENCE

Noted

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O'Reilly presented the following:

- 5.1 Statistical and Financial Performance
- 5.2 Comparison of Enplanements
- 5.3 Summary of Airline Scheduled Flights and Markets
- 5.4 USDOT Arrival and Departure Statistics
- 5.5 Update on OPEB Trust Investment Strategy

6. Project Development

Mr. LaClair presented the Project Development Status Report for the month of December 2018.

7. Counsel

8. Concessions/Ambassador Program

Ms. Chadderton presented the Concessions/Ambassador Status Report for the month of December 2018.

9. Public Affairs

Mr. Myers presented the Public Affairs Status Report for the month of December 2018.

Action Items:

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

10.1 Request approval of Resolution Authorizing the Execution and Delivery of a Line of Credit from Community Bank, N. A.

Mr. O'Reilly recommended approval of Resolution Authorizing the Execution and Delivery of a Line of Credit from Community Bank, N. A. He advised that the Authority received a \$22,131,900 Grant from the State of New York and the terms require the Authority to advance payments on grant eligible expenditures from its own funds excluding bond proceeds and amounts restricted for other purposes and based on the size of the grant and the limitation on use of other restricted funds of the Authority, the Authority desires to have credit available to temporarily finance cash flows, which can vary with the size and timing of payments to contractors

and reimbursement from the State of New York.

Mr. Gorman, Chair of the Finance Committee advised that the Finance Committee recommends approval of this resolution authorizing the Execution and Delivery of a Line of Credit from Community Bank, N.A.

Fr. Doyle moved to authorize Execution and Delivery of a Line of Credit from Community Bank, N. A. The motion was adopted unanimously.

10.2 Equipment Procurement: Award Contract for Parking Access and Revenue Control Systems (PARCS) Equipment Contract and Installation Contract to Amano McGann

Mr. O'Reilly recommended authorization to approve the PARCS equipment contract to Amano McGann in the amount of \$2,500,000 estimated based upon unit pricing and the final cost will vary. He advised the Authority received three proposals in response to its Request for Proposals (the RFP) and an evaluation committee was formed to evaluate and score the non-pricing components of the proposals (subjective analysis). The evaluation points related to price were assigned by the finance office based upon quantitative analysis. Amano McGann received the highest total points representing best value to the Authority.

He further advised that this project is part of the Albany Airport Redevelopment Grant Project and based upon the allocation of grant funds to projects will be 100% grant funded. The final contract will require approval of the New York State Department of Transportation.

Dr. Greenberg moved to authorize the PARCS equipment contract to Amano McGann in the amount of \$2,500,000. The motion was adopted unanimously.

10.3 INTENTIONALLY OMITTED

10.4 Concession Contract: Authorize short-term extension and long-term amendment of Rental Car Concession Agreements (two separate documents).

Mr. O'Reilly recommended authorization to approve Authorize short-term extension and long-term amendment of Rental Car Concession Agreements. He advised the Authority entered into six rental car concession agreements effective January 1, 2009 with three companies, operating six separate brands and the agreements will expire on December 31, 2018. The Authority and the Rental Car Companies negotiated a 30 day extension and amendment that extends the agreements by ten years, allows for Dual and Triple Branding, and provides for two phases of improvements to rental car concession areas. Phase 1 improvement occur in 2019 and Phase 2 improvements occur in 2020 after the construction of the new garage is complete.

Mr. Heider moved to authorize the short-term extension and long-term amendment of Rental Car Concession Agreements. The motion was adopted unanimously.

10.5 Concession Contract: First Amendment to Contract No. 910 CONFB: Food and Beverage Concession with OHM Concession Group, LLC.

Mr. O'Reilly recommended authorization to approve Amendment No. 1 to Contract No. 910-CONFB with OHM Concession group, LLC. He advised the

Authority entered into a contract with OHM Concessions Group, LLC on January 24, 2018 effective March 1, 2018 and subsequent to the commencement of the contract, the Concessionaire incurred unanticipated expenses and delays some of which would not be reasonably anticipated and the contract provides for a change in the contract Start Date from March 1, 2018 to October 1, 2018 and provides for an optional four-year extension subject to approval by the Authority.

Mr. Fresina moved to authorize Amendment No. 1 to Contract No. 910 CONFB – Food and Beverage Concession with OHM Concession Group, LLC. The motion was adopted unanimously.

10.6 Concession Contract: Authorize Amendment No. 2 of Agreement with McDonald’s Corporation.

Mr. O’Reilly recommended authorization to approve Amendment No. 2 with McDonald’s Corporation. He advised the Authority entered into an agreement with McDonald’s Corporation on March 8, 1998 which was amended in 2006 and the agreement currently expires December 31, 2018. The Concessionaire has indicated an intent to extend the termination date of the agreement until December 31, 2024 and make other amendments. Mr. O’Reilly also stated the concessionaire has not offered final acceptance of the contract amendment.

Dr. Greenberg moved to approve Amendment No. 2 with McDonald’s Corporation. The motion was adopted unanimously.

10.7 Authorize Professional Services Agreement No. 987-AUD for Annual Financial Audit and Attestation Services with Marvin and Company, P.C.

Mr. O’Reilly recommended authorization to award Professional Services Agreement No. 987-AUD for Annual Financial Audit and Attestation Services with Marvin and Company, P.C. in the amounts below:

First Audit Year 2018	\$35,000
Second Audit Year 2019	\$35,000
Third Audit Year 2020	\$35,000
Option Audit Year 2021	\$35,000
Option Audit Year 2022	\$35,000

Mr. O’Reilly advised the Authority received nine responses to a Request for Proposals - Professional Auditing Services - for the audit of the Authority's financial statements and issuance of other required reports by a firm of independent certified public accountants for the years ended December 31, 2018, 2019 and 2020 with options for 2 subsequent fiscal years subject to the approval of both parties. After review and evaluation of the nine proposals received, the Audit Committee recommended the selection of Marvin and Company, P.C.

Mr. Fresina moved to authorize the award of Professional Service Contract 987-AUD. The motion was adopted unanimously.

10.8 Utility Easement: Niagara Mohawk Power Corporation Utility Easement for Navigation Aid Light (Precision Approach Path Indicator)

Mr. Iachetta recommended authorization to approve a Utility Easement with Niagara Mohawk Power Corporation for Navigation Aid Light (Precision Approach Path Indicator). He advised this easement is for installation and

maintenance of electrical line to Navigation Aid Light south of Albany Shaker Road and a portion of easement will be on Airport leased area and a portion will be on Albany Shaker Road Right of Way. He further advised that the Authority will request approval of Albany County and execution of easement by the County Executive.

Ms. Reilly moved to authorize the Utility Easement with Niagara Mohawk Power Corporation Utility Easement for Navigation Aid Light (Precision Approach Path Indicator). The motion was adopted unanimously.

10.9 Landlord Waiver: Collateral Access Agreement – Cape Air

Mr. Stuto recommended authorization to approved a Collateral Access Agreement with Cape Air. He advised that Cape Air Nantucket Air Service Inc. d/b/a Cape Air and Nantucket Airlines (“Cape Air”) is a tenant of the “Bluebird” hangar on the Airport. Cape Air has requested the Authority enter into a Collateral Access Agreement (“Collateral Agreement”) at the request of their lenders as they pursue aircraft financing. The Collateral Agreement provides that the claim of the Airport Authority shall be subordinated to that of the financing entities. It also provides that the financing entities, in the event of default by Cape Air, may occupy the leased premises for 90 days to dispose of the collateral. In such case, rent would be paid to the Airport Authority and insurance would be provided.

Mr. Heider moved to authorize the Collateral Access Agreement. The motion was adopted unanimously.

10.10 Amendment #2 to Contract No. S-912 Runway 1-19 and Taxiway A Edge Lighting Replacement for AECOM for Construction Inspection (CI).

Mr. LaClair recommended authorization of Amendment #2 to Contract No. S-912 Runway 1-19 and Taxiway A Edge Lighting Replacement for AECOM for Construction Inspection (CI) in the amount of \$107,690. He advised the firm was previously selected as the most qualified firm responding to a competitive Request for Qualifications process and the proposed fee will include all construction inspection services during the execution of the construction contract and is in conformance with the Disadvantaged Business Enterprise requirements.

Mr. Heider moved to authorize Amendment #2 to Contract No. S-912 Runway 1-19 and Taxiway A Edge Lighting Replacement for AECOM for Construction Inspection (CI). The motion was adopted unanimously.

10.11 Authorization to Award Construction Contract 997-GC Building 201 Hangar Alterations to Duncan & Cahill, Inc.

Mr. LaClair recommended authorization to award Construction Contract 997-GC Building 201 Hangar Alterations to Duncan & Cahill, Inc. in the amount of \$165,000. He advised the contract scope includes converting existing storage space into an office and breakroom for Cape Air mechanics, remodeling of two exiting bathrooms and upgrades to the existing HVAC and fire alarm systems.

Mr. Hicks moved to authorize the award of Contract 997-GC Building 201 Hangar Alterations to Duncan & Cahill, Inc. in the amount of \$165,000. The motion was adopted unanimously.

10.12 Authorization to Award: Contract No. 993-PA, Supply and Install Cabling, Cable Trays & Equipment for the Public Address System

Mr. O'Donnell recommended authorization to award Contract No. 993-PA Supply & Install Cabling, Cable Trays & Equipment for the Public Address System to DLC Electric of Troy in the amount of \$152,000. He advised the Authority has undertaken the task of replacing the airport-wide Public Address System. Previously approved by the Authority Board was the replacement of amplifiers and other components valued at \$70,128. Subsequently we also advanced front end equipment valued at approximately \$34,000. The conversion to the new equipment has advanced smoothly. He further advised that in order to complete the public address project, microphones will need to be replaced and fire alarm connections will need to be made and this will be the last phase and will be advanced in the near future.

Dr. Greenberg moved to authorize the award of Contract No. 993-PA Supply & Install Cabling, Cable Trays & Equipment for the Public Address System to DLC Electric in the amount of \$152,000. The motion was adopted unanimously.

10.13 Equipment Procurement: New York Public Service Commission Rate Order Case 17-E-0238; Proposed Acquisition of 235 Street Lights located on Airport Property (Terminal Parking and Jetway Drive)

Mr. Iachetta recommended authorization to accept Niagara Mohawk Power Corporation's (d/b/a/ National Grid) pricing proposal to Authority for all 235 street lights existing on airport property in accordance with the New York Public Service Commission Rate Order Case 17-E-0238 dated March 15, 2018 for the estimated total purchase price of \$269,670 at net book value. He further advised that the payback period for the proposed acquisition is 2.5 years.

Mr. Fresina moved to authorize the procurement 235 Street Lights located on Airport Property (Terminal Parking and Jetway Drive) from Niagara Mohawk Power Corporation (D/b/a National Grid) for a net book value of \$269,670. The motion was adopted unanimously.

10.14 Approve Operating Permit with Worldwide Flight Services, Inc. to provide Aircraft Ground Handling Services to Allegiant Air

Mr. Stuto recommended authorization to approve the Operating Permit with Worldwide Flight Services, Inc. ("Worldwide"). He advised Worldwide Flight Services, Inc. have contracted with Allegiant Air (Allegiant) to provide ground handling services to Allegiant at Albany International Airport. The operating permit is for a term of one year and may be extended in one year increments. Finally, the permit requires payment to the Authority of five (5) percent of all gross revenue generated from Allegiant at the Airport along with other appropriate terms and conditions that include but are not limited to insurance, indemnification, contract assignment, and reporting obligations under the Agreement.

Mr. Gorman moved to authorize the Operating Permit with Worldwide Flight Services, Inc. to provide aircraft ground handling services to Allegiant Air. The motion was adopted unanimously.

10.15 Project Labor Agreement for Airport Modernization Renovation Project

Mr. Stuto recommended approval of a Project Labor Agreement for the Airport Modernization Renovation Project. He advised a project labor agreement (PLA)

is a pre-hire collective bargaining agreement between a contractor and a bona fide building and construction trade labor organization establishing the labor organization as the collective bargaining representative for all persons who will perform work on a public work project, and which provides that only contractors and subcontractors who sign a pre-negotiated agreement with the labor organization can perform project work. NYS Labor Law provides that a public agency may require a contractor to enter into a PLA if that its interest in 1) obtaining the best work at the lowest possible price, 2) preventing favoritism, fraud and corruption, and 3) other considerations such as the impact of delay, the possibility of cost savings advantages, and any local history of labor unrest, are best met by requiring a project labor agreement.

The Authority commissioned a study to analyze the cost and benefits of requiring a PLA for the Modernization and Renovation of the Albany International Airport Project (“Study”). The potential benefits are summarized in the study in the table below:

Item No.	Provision	Savings
1	Flexible Shift Start Times	\$ 13,400
2	Productivity Gain 10-Hour Days	\$ 23,200
3	Industry Funds	\$ 7,300
4	Union Apprentice Program	\$ 5,800
5	Non-Union Apprentice Program	\$ 28,400
6	Guaranteed Pay	\$ 18,100
7	No Holiday Pay	\$ 49,700
8	Management Rights	\$ 78,800
9	Shift Work	\$ 27,800
10	Foreman Rate Reduction	\$ 7,500
11	Offsite Fabrication	\$ 17,500
12	Work Break Time Reduction	\$ 45,100
Total Savings		\$ 322,600
Total Labor Cost		\$ 9,844,949
Total Savings Percentage		3.3%
Total Construction Cost		\$ 42,050,000

In addition, the use of the PLA exempts the Project from the New York State Wicks Law. The Wicks Law generally requires that public works projects be bid as four separate contracts for each of general construction, plumbing, electrical work, and heating and ventilation. The exemption from the Wicks Law could result in significant project cost reduction through increased efficiency in coordination. The study estimated a savings of approximately \$927,000 based upon the Wicks Law exception. The study estimated total potential project costs savings total savings of \$1.2 million from both labor cost reductions and the Wicks exemption. The actual savings may be more or less, but should still be substantial.

The Construction Manager, Turner Construction Company, would enter into the PLA with the labor unions. The PLA has been negotiated and approved by the Construction Manager and the Unions. Authority staff participated in the negotiations.

A request is made that the Board 1) accept the Study, 2) require the Construction Manager to enter into the PLA because it is in the best interest of the Authority in 1) obtaining the best work at the lowest possible price, 2) preventing favoritism, fraud and corruption, and 3) other considerations such as the impact of delay, the possibility of cost savings advantages, and any local history of labor unrest, are

best met by requiring a PLA.

Mr. Hicks moved to 1) accept the Study, 2) require the Construction Manager to enter into the PLA because it is in the best interest of the Authority in 1) obtaining the best work at the lowest possible price, 2) preventing favoritism, fraud and corruption, and 3) other considerations such as the impact of delay, the possibility of cost savings advantages, and any local history of labor unrest, are best met by requiring a PLA. The motion was adopted unanimously.

- 11. **Authorization of Change Orders - None**
- 12. **Authorization of Federal and State Grants**
- 13. **Informational Only - Sale of Series Bonds**

13.1 Sale of Series Bonds

Mr. O'Reilly advised that on November 15, 2018 he entered into a Bond Purchase Agreement to sell the Series 2018 Airport Revenue Refunding Bonds (Series 2018 Bonds) as authorized by the Board at the October 18, 2018 and November 5, 2018 meetings. He advised the sale of the Series 2018 Bonds was approved by the Comptrollers of the County of Albany and the State of New York as required by the Albany County Airport Authority enabling legislation for a negotiated bond sale. The proceeds of the Series 2018 Bonds will be used to fund projects in the Authority's Capital Plan including the Airport Modernization Project, fund required reserves and pay cost of issuance. The bond issuance, pricing and structure were guided and approved by the Authority's Independent Financial Advisor – Public Resources Advisory Group.

- 14. **Adoption of the \$55,308,943 Operating Budget for 2019 and authorization to transfer \$149,073 from the Authority to the Albany County Airport Authority OPEB Trust as provided in the projected 2018 cost found in the 2019 final operating budget, net of estimated retiree health care costs funded directly the Authority during 2018.**

Mr. Gorman, Chair of the Finance Committee advised that the Finance Committee met on November 26, 2018 and they recommend Adoption of the 2019 Airport Operating Budget and requests Authorization to Transfer Funds in the amount of \$149,073 from the ACAA to the ACAA OPEB Trust as provided for in the projected 2018 cost found in the 2019 final operating budget, net of estimated retiree health care costs funded directly by the Authority during 2018.

Mr. Gorman moved to adopt the 2019 Airport Operating Budget and authorize the transfer of funds from the ACAA to the ACAA OPEB Trust. The motion was adopted unanimously.

- 15. **Review and approve the Authority's Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions (Procurement Guidelines) Adopted December 11, 2017**

Mr. O'Donnell recommended review and approval of the Authority's Procurement Guidelines adopted December 14, 2015 and last reviewed and approved December 11, 2017. He advised that the NYS Authority Budget Office requires that the Authority annually disclose if the procurement guidelines have been annually reviewed, amended if needed, and approved by its governing Board. He further advised that there are no amendments proposed for the Procurement Guidelines.

Mr. Heider moved to approve the Procurement Guidelines. The motion was adopted unanimously.

Old Business:

New Business:

Executive Session:

ES-1 - Matter Concerning the Hiring of a Particular Corporation

ES-2 – Personnel Matter

ES-3 – One Personnel Matter

There being no further business, the meeting was adjourned at 2:00 p.m.



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**ALBANY COUNTY AIRPORT AUTHORITY
REGULAR MEETING
AGENDA**

December 10, 2018

General:

- 1. Chairman's Remarks**
- 2. Approval of Minutes**
Regular Meeting – November 5, 2018
- 3. Communications and Report of Chief Executive Officer**
- 4. Interesting Correspondence**

Management Reports:

- 5. Chief Financial Officer**
 - 5.1 Statistical and Financial Performance**
 - 5.2 Comparison of Enplanements**
 - 5.3 Summary of Airline Scheduled Flights and Markets**
 - 5.4 USDOT Arrival and Departure Statistics**
 - 5.5 Update on OPEB Trust Investment Strategy**
- 6. Project Development**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**

Action Items:

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 10.1 Request approval of Resolution Authorizing the Execution and Delivery of a Line of Credit from Community Bank, N. A.**

- 10.2 Equipment Procurement: Award Contract for Parking Access and Revenue Control Systems (PARCS) Equipment Contract and Installation Contract to Amano McGann**
- 10.3 INTENTIONALLY OMITTED**
- 10.4 Concession Contract: Authorize short-term extension and long-term amendment of Rental Car Concession Agreements (two separate documents).**
- 10.5 Concession Contract: First Amendment to Contract No. 910 CONFB: Food and Beverage Concession with OHM Concession Group, LLC.**
- 10.6 Concession Contract: Authorize Amendment No. 2 of Agreement with McDonald’s Corporation.**
- 10.7 Authorize Professional Services Agreement No. 987-AUD for Annual Financial Audit and Attestation Services with Marvin and Company, P.C.**
- 10.8 Utility Easement: Niagara Mohawk Power Corporation Utility Easement for Navigation Aid Light (Precision Approach Path Indicator)**
- 10.9 Landlord Waiver: Collateral Access Agreement – Cape Air**
- 10.10 Amendment #2 to Contract No. S-912 Runway 1-19 and Taxiway A Edge Lighting Replacement for AECOM for Construction Inspection (CI).**
- 10.11 Authorization to Award Construction Contract 997-GC Building 201 Hangar Alterations to Duncan & Cahill, Inc.**
- 10.12 Award Contract No. 993-PA Supply & Install Cabling, Cable Trays & Equipment for the Public Address System**
- 10.13 Equipment Procurement: New York Public Service Commission Rate Order Case 17-E-0238; Proposed Acquisition of 235 Street Lights located on Airport Property (Terminal Parking and Jetway Drive)**
- 10.14 Approve Operating Permit with Worldwide Flight Services, Inc. to provide Aircraft Ground Handling Services to Allegiant Air**
- 10.15 Project Labor Agreement for Airport Modernization Renovation Project**

11. Authorization of Change Orders

None

12. Authorization of Federal and State Grants

None

13. Informational Only

13.1 Sale of Series 2018 Bonds

14. **Adoption of the \$55,308,943 Operating Budget for 2019 and authorization to transfer \$149,073 from the Authority to the Albany County Airport Authority OPEB Trust as provided in the projected 2018 cost found in the 2019 final operating budget, net of estimated retiree health care costs funded directly the Authority during 2018.**
15. **Review and approve the Authority's Procurement Contract Guidelines, Operative Policy, Petty Cash Accounts and Instructions (Procurement Guidelines) Adopted December 11, 2017**

Old Business:

New Business:

Executive Session:

ES-1 - Matter Concerning the Hiring of a Particular Corporation

ES-2 – Personnel Matter

Attorney-Client Privilege Matters:



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Minutes of the Regular Meeting of the Albany County Airport Authority

March 18, 2019

**ACAA Approved
 04-08-2019**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, March 18, 2019 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Patricia M. Reilly
 Lyon M. Greenberg, M.D.
 Steven H. Heider
 Samuel A. Fresina
 Tony Gorman (VIA Telephone)

MEMBERS ABSENT

Kevin R. Hicks

STAFF

John A. O'Donnell
 William J. O'Reilly
 Peter Stuto
 Liz Charland
 Steve Iachetta
 Helen Chadderdon
 Doug Myers
 John LaClair
 Margaret Herrmann

ATTENDEES

Fred Acunto, Airport Manager, AvPorts
 John DelBalso, Assistant Airport Manager, AvPorts
 Bob Heitz, Manager Million Air
 Dennis Feeney, Majority Leader
 Ray Casey, Airport Consultant
 Eric Anderson, Time Union
 Michael DeMasi, Business Review
 Christopher J. Healy, CPA, Marvin & Co.
 Heather Lewis, CPA, Director, Marvin & Co.
 Dave Dague, Airport Consultant, InterVISTAS
 Deirdre Hargrave, Communications Manager, Gramercy Communications

1. CHAIRMAN’S REMARKS

Chair Doyle requested a motion to elect the following slate of Officers to the ACAA Board:

Rev. Kenneth P. Doyle as Chair
Vice-Chair – Patricia M. Reilly
Tony Gorman as the Treasurer; and
Lyon Greenberg, M.D. as the Secretary

Dr. Greenberg moved to approve the slate of officers. The motion was adopted unanimously.

Chair Doyle presented his Authority Committee appointments to the Board.

Dr. Greenberg moved to seek concurrence of the Committee appointments for 2019. The motion was adopted unanimously.

Committee assignments are posted to our website.

2. MINUTES

Mr. Fresina moved to approve the minutes of the January 11, 2019 Special Meeting.

The motion was adopted unanimously.

Dr. Greenberg moved to approve the minutes of the February 8, 2019 Regular Meeting.

The motion was adopted unanimously.

Dr. Greenberg moved to approve the minutes of the March 11, 2019 Regular 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 2019.

4. INTERESTING CORRESPONDENCE

Noted

14.

Dr. Greenberg, Chair of the Audit Committee advised the Board that the Audit committee had met this morning prior to the regular Board meeting to review the Financial and Audit Items and recommended their acceptance and approval.

14.1 Comprehensive Annual Financial Report for the year-ended 2018 with draft auditor reports;

Dr. Greenberg moved to approve the Comprehensive Annual Financial Report for the year-ended 2018 with draft auditor reports as recommended by the Audit Committee.

The motion as adopted unanimously.

14.2 Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2018 with draft consultant report;

Dr. Greenberg to approve the Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2018 with draft consultant report as recommended by the Audit Committee.

The motion was adopted unanimously.

14.3 Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;

Dr. Greenberg moved to approve the Annual Investment Report and Investment Guidelines which includes a copy of the Investment Guidelines with an explanation of any changes to the Guidelines since the last annual investment report, which were included, and the draft auditor report as recommended by the Audit Committee.

The motion was adopted unanimously.

14.4 Performance Measurement Report for 2018

Dr. Greenberg moved to approve the Performance Measurement Report for 2018 as recommended by the Audit Committee.

The motion was adopted unanimously.

14.5 Financial Statements – Other Post Employment Benefit Trust

Dr. Greenberg moved to approve the Other Post Employment Benefit Trust-Financial Statements.

The motion was adopted unanimously.

Mr. O'Donnell introduced Dave Dague of InterVISTAS. Mr. Dague did a presentation on Air Service Overview and Industry Trends for the Albany International Airport.

Father Doyle made a motion to go into Executive Session to discuss one matter relative to a particular corporation.

The motion was adopted unanimously.

Father Doyle made a motion to out of Executive Session and into Regular Session. The motion was adopted unanimously.

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O'Reilly presented the following:

- 5.1 Statistical and Financial Performance**
- 5.2 Comparison of Enplanements**
- 5.3 Summary of Airline Scheduled Flights and Markets**

5.4 USDOT Arrival and Departure Statistics

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of March 2019.

7. Counsel

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of March 2019.

9. Public Affairs

Mr. Myers presented the Public Affairs Status Report for the month of March 2019.

Action Items:

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

10.1 Lease Renewal: Lease No. L-842: 14 Jetway Drive (5,595 sq. ft.) with Red Hawk Fire & Security, LLC and parking areas depicted. 3-year Renewal

Mr. Stuto recommended authorization to approve a 3-year extension with Red Hawk Fire and Security, LLC. He advised that Red Hawk Fire and Security, LLC has been a tenant of the Airport Authority since 2014. The initial 5-year term of the lease ends May 31, 2019. The premises is a 5,595 sf warehouse office and the rent in the first year of the extension will be \$56,756.52 per year (\$10.14/sf) (includes base rent and maintenance charges) and is subject to a 3% annual cost-of-living increase.

Dr. Greenberg moved to authorize said Lease extension with Red Hawk Fire and Security, LLC for an annual rent in the amount of \$56,756.52 per year. The motion was adopted unanimously.

10.2 Purchase Order: Purchase & Install of Carpeting at Million Air Facility

Mr. O'Donnell recommended authorization to purchase and install new carpet at the Million Air Facility. He advised the current carpet is over 10 years old and showing wear. The carpet is purchased under NYS Contract pricing; Shaw Carpet purchased through the authorized dealer; Flooring Environment and the lowest proposed installation quote was received from Flooring Environment. This project is included in the scope of improvements for FBO Hangar 4 Improvements included in Series 2018B bond proceeds. The total amount for labor & materials is \$83,275.86.

Mr. Heider moved to authorize a purchase of order for the purchase and installation of carpeting at the Million Air Facility from Flooring Environment in the amount of \$83,275.86. The motion was adopted unanimously.

10.3 Lease: Approval of Amendment of Lease No. 96-1007: Sublease between AFCO Cargo ALB Limited Partnership and United Parcel Services, Inc. at Cargo Facility

Mr. O'Reilly recommended authorization to approve an Amendment to Lease No. 96-1007: Sublease between AFCO Cargo ALB Limited Partnership and United Parcel Services, Inc. at Cargo Facility.

Mr. O'Reilly advised that pursuant to Article XI, Paragraph C of the Authority's Air Cargo Facility Agreement, AFCO is required to request approval from the Authority for any leases to tenants of the cargo building. He further advised that this is an amendment to a sublease between AFCO and United Parcel Services, Inc. at the cargo building for warehouse, aircraft apron, storage, and parking. The Annual Rent is fixed for the first year of the five-year term beginning October 23, 2018 and increases by the change in the Consumer Price Index starting on October 23, 2019.

Dr. Greenberg moved to authorize said Lease Amendment to Lease NO. 96-1007: sublease between AFCO Cargo ALB Limited Partnership and United Parcel Services, Inc. at the Cargo Facility. The motion was adopted unanimously.

10.4 Loan Agreement: Loan of Decommissioned Runway Lights to Integra Optics, Inc.

Mr. Stuto recommended authorization to enter into a ten-year loan agreement with Integra Optics, Inc. for the loan of decommissioned runway lights. He advised the Authority is storing 2 older decommissioned runway lights which have some historical interest and Integra Optics, Inc. has requested use of the lights for display in their leased area. He further advised that Integra has offered to paint and refurbish the lights so that they are suitable for display, in exchange for use of the lights for display.

Dr. Greenberg moved to approve the ten-year loan agreement with Integra Optics, Inc. for the loan of decommissioned runway lights. The motion was adopted unanimously.

10.5 Intentionally Omitted

10.6 Construction Contract: Authorization to Award Construction Contract 991-P Terminal Amenities Toilet Room Renovations to VMJR Companies.

Mr. LaClair recommended authorization to award Contract 991-P for Terminal Amenities Toilet Room Renovations to qualified low bidder VMJR Companies of Glens Falls, NY in the amount of \$2,620,000.00 contingent upon NYSDOT concurrence and compliance with the M/WBE requirements. He advised if the M/WBE requirements are not met the contract award will be made to the second low bidder LeChase Construction, of Albany, NY. The contract scope includes replacement of plumbing fixtures, installation of new ceilings, flooring, counter tops, wall covering, stall dividers in the existing toilet rooms, construction of a Pet Relief station for FAA compliance, new ceiling and LED lighting in the baggage carousel area, door repairs throughout the Terminal and HVAC upgrades over the existing ticket counters. He advised this contract will be funded from CPN 2250 and will be 31.1% State funded and 68.9% airport funded.

Mr. Heider moved to authorize the award of award Contract 991-P for Terminal Amenities Toilet Room Renovations to qualified low bidder VMJR Companies of Glens Falls, NY in the amount of \$2,620,000.00 contingent upon NYSDOT concurrence and compliance with the M/WBE requirements. In the event NYSDOT does not concur with the lower bidder or the low bidder cannot comply with the M/WBE requirements, the CEO shall be authorized to award to the second low bidder, LeChase Construction in the amount of \$3,060,000. The motion was adopted unanimously.

10.7 Construction Contract: Authorization to Award Construction Contract 991-GC Terminal Amenities Concourse to VMJR Companies.

Mr. LaClair recommended authorization to award Contract 991-GC for Terminal Amenities Concourse to qualified low bidder VMJR Companies of Glens Falls, NY for \$3,935,000 contingent upon concurrence from NYSDOT and compliance with the M/WBE requirements. In case these requirements are not met contract then award will be made to the second low bidder LeChase Construction, of Albany, NY at \$5,360,000. He advised this contract will be funded from CPN 2250 and will be 31.1%+/- state funded and 68.9%+/- airport funded.

Ms. Reilly moved to authorize the award of Contract No. 999-GC for Terminal Amenities Concourse to VMJR Companies in the amount of \$3,935,000 or in the event NYSDOT does not concur with the lower bidder or the low bidder cannot comply with the M/WBE requirements, the CEO shall be authorized to award to the second low bidder LeChase Construction in the amount of \$5,360,000. The motion was adopted unanimously.

10.8 Construction Contract: Authorization to Award Construction Contract 1003-GC Building 211 CommutAir Alterations to Rosch Brothers, Inc.

Mr. LaClair recommended authorization to award Contract 1003-GC Building 211 CommutAir Alterations to Rosch Brothers, Inc. in the amount of \$345,800 contingent upon contractor's compliance with M/WBE requirements. He advised the contract scope includes converting existing office, locker room and breakroom for CommutAIR employees into a parts storage facility and this will include removal of existing sheetrock walls, electric wiring, HVAC ducts and plumbing fixtures. Also, the new parts storage room will have new sheetrock walls with secure doors, new electric lights and outlets and upgraded HVAC for humidity control. He further advised that the cost of improvements will be amortized over time and will be addressed in the next lease agreement with CommutAir.

Mr. Heider moved to authorize the award of Contract No. 1003-GC for CommutAir Alteration to Rosh Brothers, Inc. in the amount of \$345,800 contingent upon contractor's compliance with M/WBE requirements. The motion was adopted by majority with Dr. Greenberg recusing himself.

10.9 Construction Contract: Authorization to Award Construction Contract 989-EL Parking Garage Elevators (Hand-Out)

Mr. O'Donnell recommended authorization to award Contract 989-EL Parking Garage Precast Elevators to the qualified low bidder, Kone, Inc. in the amount of \$498,750 contingent upon NYSDOT concurrence and compliance with the apprenticeship requirement. He advised this contract will be funded from CPN 2263 and will be 2.5% federally funded 43.8%+/- state funded and 53.7%+/- airport funded.

Dr. Greenberg moved to authorize the award of Contract No. 989-EL for Parking

Garage Precast Elevators to Kone, Inc. in the amount of \$498,750 contingent upon NYSDOT concurrence and compliance with the apprenticeship requirement. The motion was adopted unanimously.

- 10.10** Mr. Stuto recommended authorization to approve Lease No. L-1011 with LeChase Construction Services to lease 884 SF +/- office space in 6 Jetway Drive. He advised the rental fee will be \$13,702 per year (inclusive of Maintenance fees) or \$1,142 per month and the term will be one year, but earlier termination will be permitted. LeChase wants to use the space for its construction office for the new Parking Garage.

Dr. Greenberg moved to authorize said Lease No. L-1011 with LeChase Construction Services to lease 884 SF +/- office space in 6 Jetway Drive. The motion was adopted unanimously.

- 11. Authorization of Change Orders - None**
- 12. Authorization of Federal and State Grants**
- 13. Informational Only - Sale of Series Bonds**
- 14. Moved items to the beginning of the meeting.**

Old Business:

New Business:

Father Doyle made a motion to go into Executive Session to discuss:

Executive Session:

ES-1 – To discuss the history of a particular corporation

ES-2 – Employment history of a particular individual.

ES-3 – To discuss the history of a particular corporation (Item was presented after the financials were presented in the meeting.)

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 2:00 p.m.



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**ALBANY COUNTY AIRPORT AUTHORITY
REGULAR MEETING
AGENDA**

March 18, 2019

General:

- 1. Chairman's Remarks**
 - 1.1 Election of Officers and Assignment of Committees**
- 2. Approval of Minutes**

Special Meeting – January 11, 2019
Regular Meeting – February 8, 2019
Special/Informational – March 11, 2019
- 3. Communications and Report of Chief Executive Officer**
- 4. Interesting Correspondence**

Management Reports:

- 5. Chief Financial Officer**
 - 5.1 Statistical and Financial Performance**
 - 5.2 Comparison of Enplanements**
 - 5.3 Summary of Airline Scheduled Flights and Markets**
 - 5.4 USDOT Arrival and Departure Statistics**
- 6. Project Development**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**

Action Items:

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**

- 10.1 **Lease Renewal: Lease No. L-842: 14 Jetway Drive (5,595 sq. ft.) with Red Hawk Fire & Security, LLC and parking areas depicted. 3-year Renewal**
- 10.2 **Purchase Order: Purchase & Install of carpeting at Million Air Facility**
- 10.3 **Lease: Approval of Amendment of Lease No. 96-1007: Sublease between AFCO Cargo ALB Limited Partnership and United Parcel Services, Inc. at Cargo Facility**
- 10.4 **Loan Agreement: Loan of Decommissioned Runway Lights to Integra Optics, Inc.**
- 10.5 **Intentionally Omitted**
- 10.6 **Construction Contract: Authorization to Award Construction Contract 991-P Terminal Amenities Toilet Room Renovations to VMJR Companies.**
- 10.7 **Construction Contract: Authorization to Award Construction Contract 991-GC Terminal Amenities Concourse to VMJR Companies.**
- 10.8 **Construction Contract: Authorization to Award Construction Contract 1003-GC Building 211 CommutAir Alterations to Rosch Brothers, Inc.**
- 10.9 **Construction Contract: Authorization to Award Construction Contract 989-EL Parking Garage Elevators (ITEM TO BE HANDED OUT AT MEETING)**
- 10.10 **Lease: 6 Jetway Drive, Building 112 – Office Space with LeChase Construction Services, LLC**

11. **Authorization of Change Orders**
 - None

12. **Authorization of Federal and State Grants**

13. **Procurement Approvals by CEO – Informational Only**

14.
 - 14.1 **Comprehensive Annual Financial Report for the year-ended 2018 with draft auditor reports;**
 - 14.2 **Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2018 with draft consultant report;**
 - 14.3 **Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report; and**

14.4 Performance Measurement Report for 2018

14.5 Financial Statements – Other Post Employment Benefit Trust

Old Business:

New Business:

Executive Session:

ES-1 – To discuss the history of a particular corporation.

ES-2 – Employment history of a particular individual.

ES-3 – To discuss the history of a particular corporation.

Attorney-Client Privilege Matters:

AGENDA ITEM NO. 3

Communications and Report of Chief Executive Officer



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
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SITE: www.flyalbany.com

MEMO: April 3, 2019

TO: Albany County Airport Authority Board Members

FROM: John A. O'Donnell, Chief Executive Officer

Attached is the report of significant events for the period through April 3, 2019 as well as forward-looking, noteworthy items. If you have any questions regarding this report, please let me know.



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CHIEF EXECUTIVE OFFICER'S REPORT

April 2019

Airport is Advancing Bids on Governor's Modernization Program

The design phase for the Terminal Improvements and Parking Garage is essentially complete. The following is a summary of bids scheduled to be received for the remaining portion of the project:

Bid Due Date

Project 991-ES

The project consists of replacing the escalator in the rotunda of the existing garage.

April 2nd

Project 991-R

The project consists of removing the existing skylight, roofing over the opening and installing photovoltaic panels in "A" Concourse

April 2nd

Project 989-GC

This project is the general construction portion of the new parking garage consisting of concrete, masonry, electrical, glazing and sitework. It also includes the new vehicle bridge and pedestrian bridge.

April 16th

Project 991-W

The project consists of replacing all of the signs and monitors in the Terminal and providing new signage in the new 1,000 parking garage.

April 23rd

Project 991-F

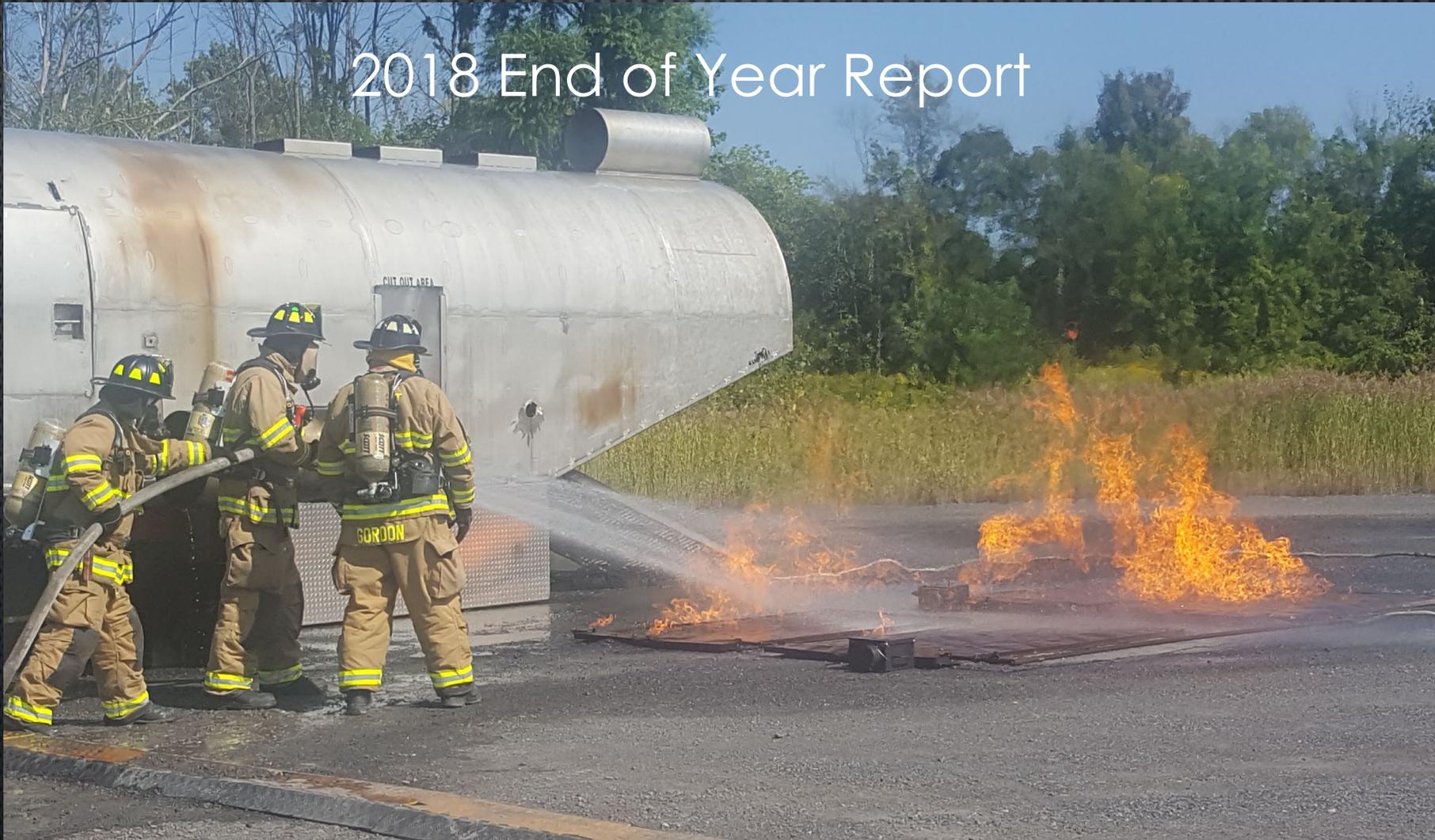
The last remaining bid to be received will be for the replacement of furniture in the Times Square area. This will be bid sometime in early summer.

TBD

Thus far, the airport and our consultants have been satisfied with the outcome of the contracts bid and awarded to date. We are hopeful that this trend will continue throughout the remaining portions of work to be bid.



2018 End of Year Report





FIRE EXTINGUISHER PROGRAM

- INSPECTED 612 FIRE EXTINGUISHERS MONTHLY
- SAVING THE AIRPORT APPROXIMATELY **\$101,000. OVER LAST 5 YEARS**
 - DUE TO OUR IN-HOUSE SERVICE AND MAINTENANCE PROGRAM





TANK INSPECTIONS

- 3RD CONSECUTIVE 5 YEAR DEC PERMIT
 - BASED ON OUR THOROUGH AND DILIGENT PROGRAM
 - 51 QUARTERLY TANK INSPECTIONS
 - SAVING \$60,000.00 OVER LAST 5 YEARS





FUEL FARM AND FUEL TRUCK INSPECTIONS

- 11 Fuel truck inspections conducted quarterly.
- 132 assigned fire extinguishers inspected monthly in these areas.
- Quarterly inspections of T-hangars and Fuel Farm tanks as per FAA inspection program





AMERICAN HEART ASSOCIATION CPR PROGRAM

FIRE EXTINGUISHER TRAINING PROGRAM



- 20 EXT. CLASSES – 159 CONTACT HOURS
 - **159 STUDENTS**
- 7 CPR COURSES – 248 CONTACT HOURS
 - **62 AIRPORT STUDENTS**
- 2 FIRST AID COURSES -
 - **35 AIRPORT STUDENTS**



FIRE HYDRANT INSPECTION AND WATER TESTING

- MONTHLY TESTING OF 13 POTABLE WATER STATIONS
 - FORWARDED REPORTS TO HELEN
- ALL 43 FIRE HYDRANTS INSPECTED AND SERVICED ANNUALLY
 - SNOW REMOVED DURING WINTER





HAZMAT AND MASS CAUSALITY TRAILERS



- MCI TRAILER IS FULLY SUPPLIED.
- ABLE TO HANDLE 100 GAL SPILL OR LESS WITH CURRENT EQUIPMENT.
- HAZMAT TRAILER DEPLOYED 6X'S IN 2018
- 41 SPILLS IN 2018 APPROX. 275 GALLONS OF PRODUCT
 - 6 REQUIRED DEC SPILL #'S (APPROX. 170 GALLONS)



727 AIRCRAFT USE AND OUTREACH

- 3 OUTREACH COURSES
 - 76 FIREFIGHTERS ATTENDED
- USED REGULARLY FOR SHIFT TRAINING
- REGULAR TRAINING WITH SHAKER RD. AND VERDOY
- ATTENDED 4 COMMUNITY FIRE PREVENTION EVENTS.
- TRAINED 2 OUTSIDE AGENCIES
 - 38 FIREFIGHTERS
 - 76 TRAINING HOURS





Alarms by Day of WEEK

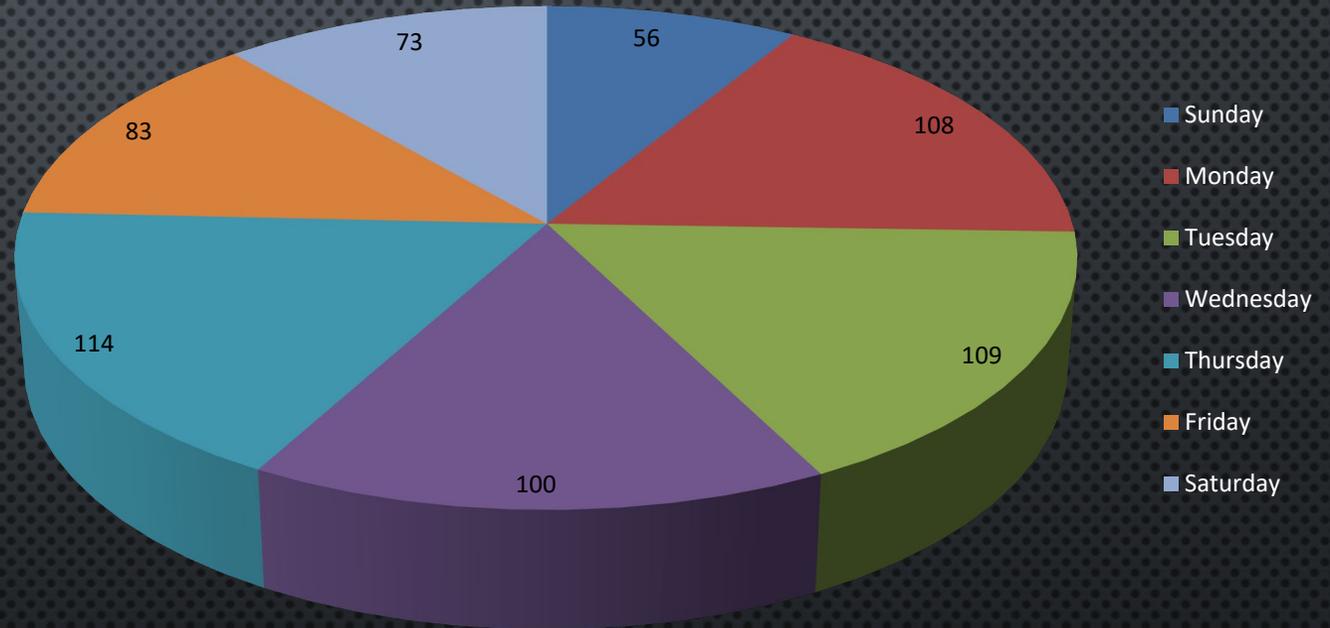
643 TOTAL ALARMS IN 2018

**THIS IS 12% INCREASE FROM
2017**

2017 568 EMERGENCIES

BUSIEST DAY OF THE WEEK....

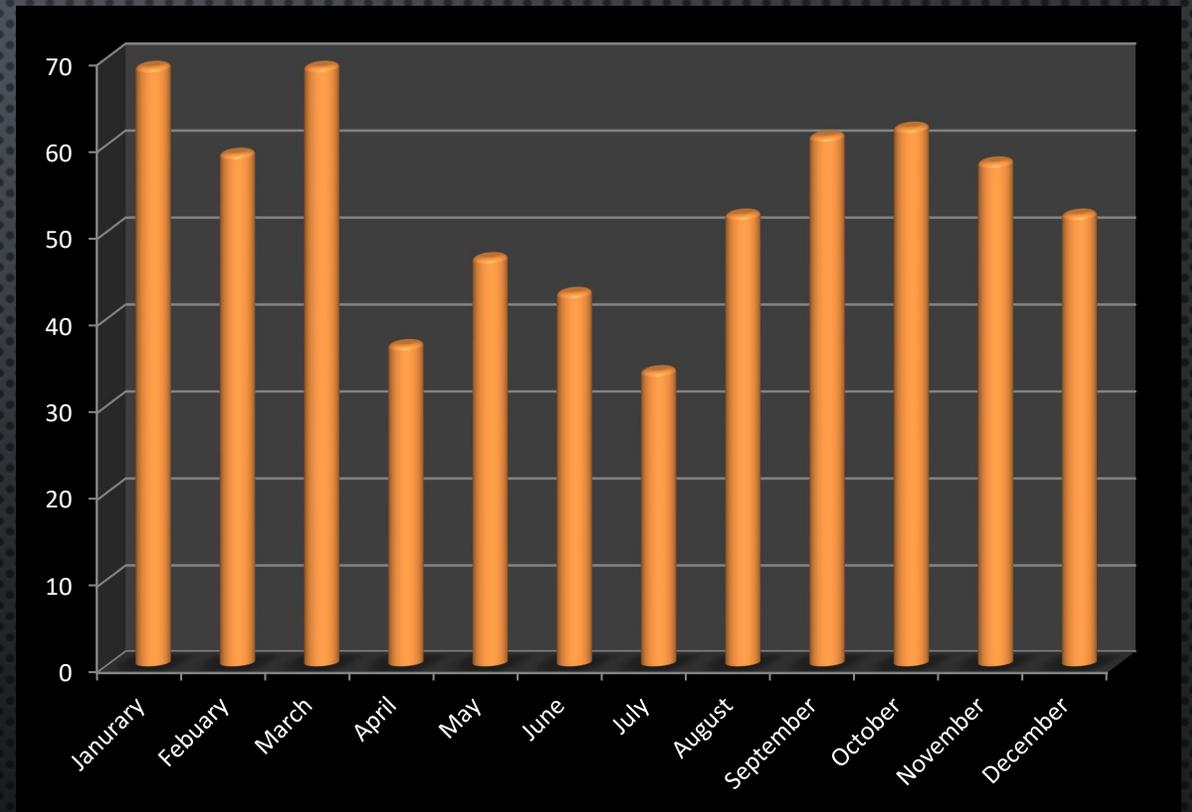
THURSDAY 114 EMERGENCIES





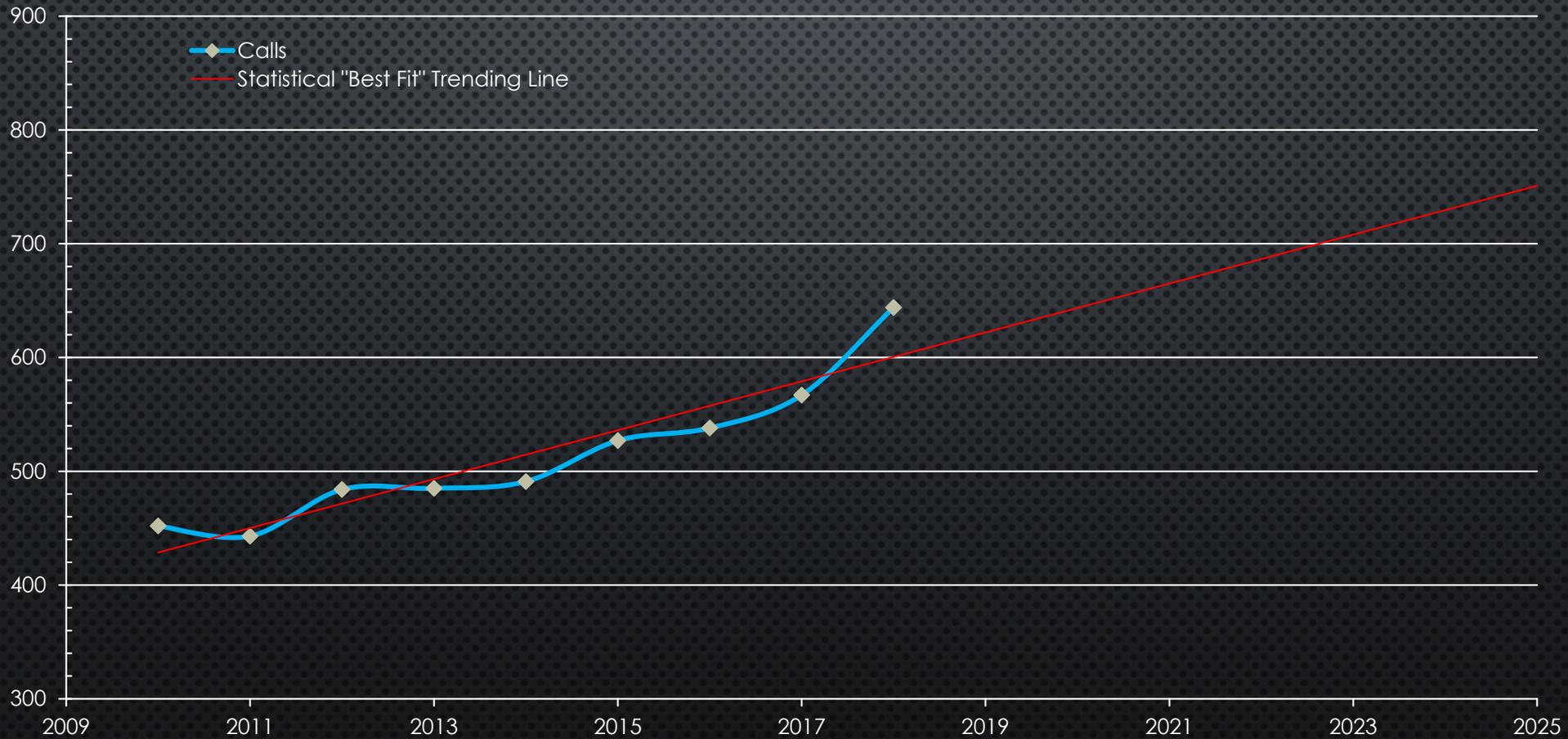
ALARMS BY MONTH OF YEAR

- BUSIEST MONTH OF THE YEAR IS....
 - **JANUARY 69 EMERGENCIES**
- SLOWEST MONTH OF THE YEAR IS.....
 - **JULY 34 EMERGENCIES**





10 YEAR CALL TRENDDING





ARFF PERFORMANCE MEASUREMENTS

	2018 MINIMUM	2018 ACTUAL
• NYS FIREFIGHTER TRAINING (HRS)	1900	3760
• NYS EMT TRAINING (HRS)	480	973
• OSHA TRAINING (HRS)	480	2717
• FAA ARFF TRAINING (HRS)	516	3014

TOTAL TRAINING HOURS FOR 2018.....10,464



TRAINING ACCOMPLISHMENTS

- 4 FIREFIGHTERS COMPLETED HAZMAT TECHNICIAN CERTIFICATION
- 1 FIREFIGHTER COMPLETED NYS CODES COMPLIANT TECHNICIAN
- 2 FIREFIGHTERS COMPLETED FIRE INSTRUCTOR 3 AT THE ALABAMA FIRE COLLEGE
- ALL FIREFIGHTERS HAVE ACHIEVED NATIONAL CERTIFICATION IN ARFF
- 2 FIREFIGHTERS ATTENDED AAIE ARFFWG CONFERENCE
- 2 CAPTAINS ATTENDED COMMAND AND CONTROL OF AIRPORT INCIDENTS @ DFW



TRAINING SAVINGS

- CONDUCTED FAA REQUIRED LIVE BURN TRAINING HERE @ AIRPORT WITH A COST SHARING PLAN WITH STRATTON ANGB.
 - THIS SAVED \$6000.00 DIRECT COST AS WELL AS THE REDUCTION OR ELIMINATION OF INDIRECT COSTS OF
 - OVERTIME
 - BUS RENTAL
 - HOTEL ROOMS
 - PER DIEM





MAJOR EVENTS

- COHOES FIRE
- 3RD ALARM FIRE IN ALBANY ON QUAIL STREET





WHERE ARE WE GOING.....

- NEW PARKING GARAGE VEHICLE
- ENCOURAGE STAFF TO COMPLETE THE AAAE AIRPORT MASTER FIREFIGHTER PROGRAM
- ENCOURAGE STAFF TO COMPLETE THE AAAE AIRPORT FIRE OFFICER PROGRAM
- WORK TOWARDS COMPLETE FIRE PREPLANS OF ALL AIRPORT FACILITIES



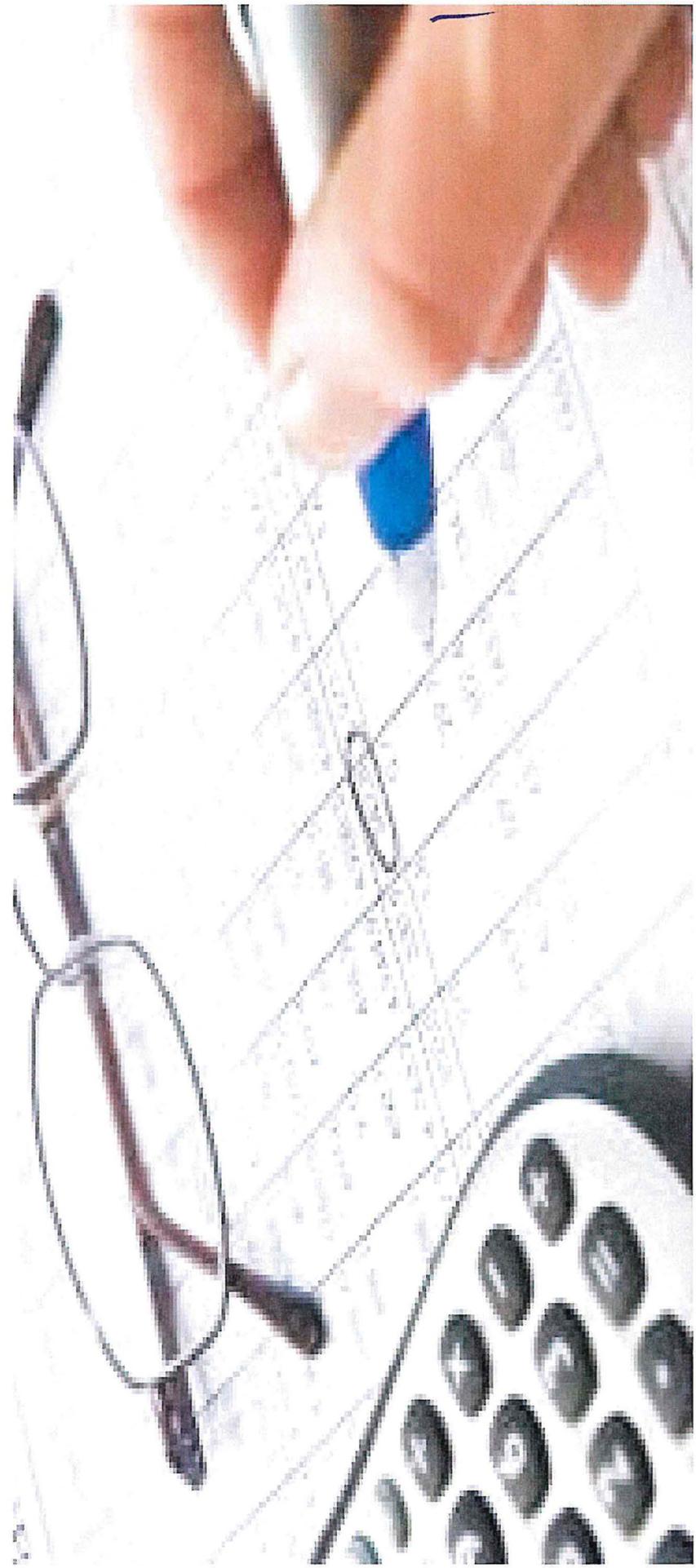
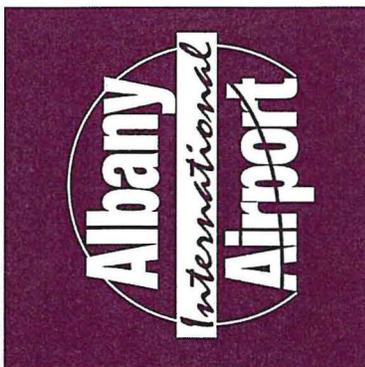
AGENDA ITEM NO. 4

Interesting Correspondence

AGENDA ITEM NO. 5

Financials

Finance Report



ALBANY COUNTY AIRPORT AUTHORITY

**FINANCIAL & STATISTICAL
RESULTS FOR
April 2019**

ACAA STATISTICAL PERFORMANCE

The Month of February

	Actual	Budget	Variance
Enplanements	106,760	105,187	1.5%
Aircraft Operations	4,251	4,414	-3.7%
Landed Weight	116,327,437	115,761,286	0.5%
Cargo (Tons)	1,037	1,365	-24.0%
FBO Jet A (gallons)	98,665	83,002	18.9%
FBO AvGas (gallons)	3,291	2,706	21.6%
AvGas Commercial (gallons)	7,277	4,294	69.5%
FBO Into-Plane (gallons)	1,637,472	1,481,377	10.5%
FBO Deicing (gallons)	52,759	38,932	35.5%

ACAA STATISTICAL PERFORMANCE

2 Months Ended February 2019

	Actual	Budget	Variance
Enplanements	213,382	211,559	0.9%
Aircraft Operations	8,589	9,104	-5.7%
Landed Weight	237,701,266	241,276,699	-1.5%
Cargo (Tons)	2,511	2,826	-11.1%
FBO Jet A (gallons)	182,001	170,544	6.7%
FBO AvGas (gallons)	6,029	5,722	5.4%
AvGas Commercial (gallons)	14,677	10,059	45.9%
FBO Into-Plane (gallons)	3,111,192	3,007,976	3.4%
FBO Deicing (gallons)	87,125	71,765	21.4%

COMPARISON OF ENPLANEMENTS

	EPAX	CHANGE	TWELVE	CHANGE
	MONTH OF	FROM	MONTHS	FROM
	February	February	ENDED	From 12 Mos
	<u>2019</u>	<u>2018</u>	<u>February</u>	<u>Ended February</u>
			<u>2019</u>	<u>2018</u>
ALBANY	106,760	3.8%	1,473,225	4.0%
BRADLEY			2,858,102 *	3.9%
BUFFALO	153,200	-3.4%	2,518,826	7.7%
ROCHESTER	90,318	-1.5%	1,288,370	5.4%
PLATTSBURGH	15,177	10.7%	121,365	-8.6%
STEWART			326,101 e *	44.9%
SYRACUSE	88,986	9.4%	1,174,104	12.1%
WESTCHESTER	60,693	8.3%	769,471	3.6%

* Eleven Months for Stewart and 10 Months for Bradley

e=estimate based upon total passengers

ACAA BUDGET PERFORMANCE

CHANGE IN UNRESTRICTED WORKING CAPITAL

	<u>February-19</u>	<u>December-18</u>	<u>CHANGE</u>
CASH	\$ 27,387,218	\$ 27,170,120	\$ 217,098
ACCOUNTS RECEIVABLE	1,984,705	2,206,229	(221,524)
PREPAID EXPENSES	635,916	1,200,397	(564,481)
UNRESTRICTED ASSETS	<u>30,007,839</u>	<u>30,576,746</u>	<u>(568,907)</u>
PAYABLES FROM			
UNRESTRICTED ASSETS	<u>(6,056,694)</u>	<u>(7,117,842)</u>	<u>1,061,148</u>
UNRESTRICTED WORKING CAPITAL	<u>\$ 23,951,145</u>	<u>\$ 23,458,904</u>	<u>\$ 492,241</u>

ACAA BUDGET PERFORMANCE

OPERATING REVENUES (2 Months Ended February 2019)

	<u>February-19</u>	<u>Budget February-19</u>	<u>VARIANCE</u>
AIRLINE REVENUES	\$ 2,569,878	\$ 2,472,185	\$ 97,693
NON-AIRLINE AIRFIELD REV	67,344	67,216	128
TERMINAL	568,963	517,706	51,257
GROUND TRANSPORTATION	3,230,075	3,163,070	67,005
OTHER AIRPORT REVENUE	973,186	961,927	11,259
FBO RETAIL SALES (net)	711,159	476,419	234,740
TOTAL	<u>8,120,605</u>	<u>7,658,523</u>	<u>462,082</u>

ACAA BUDGET PERFORMANCE

OPERATING EXPENSES (2 Months Ended February 2019)

	February-19	Budget February-19	VARIANCE
AIRFIELD	\$ 634,816	\$ 704,031	\$ 69,215
FBO	439,229	486,802	47,573
TERMINAL	1,011,107	1,031,362	20,255
LOADING BRIDGES	39,414	50,730	11,316
LANDSIDE	293,146	262,357	(30,789)
PARKING	828,701	812,282	(16,419)
ARFF	300,409	353,391	52,982
OPERATIONS & SECURITY	667,868	688,058	20,190
VEHICLES & EQUIP	263,079	290,561	27,482
ADMINISTRATION	1,393,496	1,387,530	(5,966)
TOTAL	5,871,265	6,067,104	195,839

ACAA BUDGET PERFORMANCE

OTHER (NONOPERATING) REVENUES/EXPENSES (2 Months Ended February 2019)

	February-19	Budget February-19	VARIANCE
INTEREST EARNINGS	\$ 241,037	\$ 145,910	\$ 95,127
PASS. FAC. CHARGES	752,690	752,690	-
DEBT SERVICE	(1,986,736)	(1,986,736)	-
GRANT INCOME	22,420	23,117	(697)
ALL OTHER	43,272	(10,615)	53,887
TOTAL	(927,317)	(1,075,634)	148,317

ACAA BUDGET PERFORMANCE

TOTAL OPERATING AND NONOPERATING NET RESULTS (2 Months Ended February 2019)

	February-19	Budget February-19	VARIANCE
OPERATING INCOME	\$ 8,120,605	\$ 7,658,523	\$ 462,082
OPERATING EXPENSES	(5,871,265)	(6,067,104)	195,839
OPERATING RESULTS	2,249,340	1,591,419	657,921
NONOPERATING, net	(927,317)	(1,075,634)	148,317
TOTAL	\$ 1,322,023	\$ 515,785	\$ 806,238

Net operating results are \$806 thousand more favorable than budgeted

AGENDA ITEM NO. 5.1

FINANCIAL PERFORMANCE



**STATISTICAL
&
FINANCIAL
PERFORMANCE**

January 2019

***** UNAUDITED - FOR INTERNAL REVIEW*****



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ALBANY COUNTY AIRPORT AUTHORITY
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 ALBANY, NEW YORK 12211-1057

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 SITE: www.albanyairport.com

TO: ACAA Members

FROM: William J. O'Reilly, CFO 

RE: February 2019 Financial Performance

INTRODUCTION

The attached report includes the Airport’s February 2019 statistical highlights, financial information, and operating information. This financial information is presented for the purposes of comparing budget to actual results and for indicating generally how revenues and expenses have compared to budgeted revenues and expenses through February 2019. The financial information presented herewith is prepared on the Albany County Airport Authority’s budgetary basis of accounting. The information provided in this report does not include a forecast of the effects of the final settlement based upon the calculation provided for in the Airport Use and Lease Agreement, which expires December 31, 2020, or make any provision for accrual of funds owed to or from the Signatory Airlines. *This report includes preliminary operating and performance statistics and financial forecasts based upon the budgetary basis of accounting estimates that involve uncertainties that could result in actual financial results differing materially from preliminary estimates.* This report is divided into the following sections: Statistical Highlights, Financial Statements, Airport Revenues, AFCO/AvPorts Airport Operations, Million Air FBO Operations, Authority Operations, and Investment Report.

	Current Year Versus		
	2019 YTD Budget	2018 February	2018 YTD
Enplanements	0.9%	3.8%	3.2%
Operations	-5.7%	-3.7%	-5.7%
Landed Weight	-1.5%	3.9%	1.9%
Cargo, Mail & Express	-11.1%	-23.1%	-10.8%

February 2019 seat capacity was 6.1% more than February 2018 and the monthly load factor decreased from 83% to 81%.

ENPLANEMENTS

A summary of YTD 2019 and 2018 market share by airline is as follows:

	2019			2018		
	Major Carriers	Express Carriers	Totals	Major Carriers	Express Carriers	Totals
Allegiant Air	5.0%		5.0%	0.0%		0.0%
American	7.8%	13.2%	21.0%	7.2%	15.6%	22.8%
Boutique Air	0.0%		0.0%	0.1%		0.1%
Cape Air	0.6%		0.6%	0.7%		0.7%
Delta	1.4%	13.1%	14.5%	10.6%	2.3%	12.9%
Frontier	3.7%		3.7%	0.0%		0.0%
Jet Blue	6.8%		6.8%	7.2%		7.2%
Southwest	36.5%		36.5%	43.9%		43.9%
OneJet	0.0%		0.0%	0.1%		0.1%
United	3.0%	8.8%	11.8%	0.6%	11.7%	12.3%
Charters	0.1%		0.1%	0.0%		0.0%
Totals	64.9%	35.1%	100.0%	70.4%	29.6%	100.0%

FINANCIAL INFORMATION

The summary of Revenues, Expenses and Net Results shows YTD 2019 results compared to the 2019 budgeted amounts and 2018 actual amounts. The summary shows the YTD net operating results for 2019 are more than the amount budgeted by \$806,237. These YTD results do not reflect adjustments for year-end settlement incorporate the effects of revenue sharing or reflect other year-end adjustments for 2019.

	2019 YTD Budget	2019 YTD Actual	2018 YTD Actual	2019 YTD vs 2018 YTD
Airport revenues	\$ 7,182,104	\$ 7,409,446	\$ 6,898,019	511,427
FBO revenues less cost of sales	476,419	711,159	506,759	204,400
Total operating expenses	(6,067,104)	(5,871,266)	(5,701,864)	(169,402)
Operating results	1,591,419	2,249,339	1,702,914	546,425
Other revenue and expenses, net	(1,075,634)	-927,317	(1,366,804)	439,487
Net results	\$ 515,785	\$ 1,322,022	\$ 336,110	
Net variances: (2019 Actual to Budget)		\$ 806,237		
(2019 Actual to 2018 Actual)				\$ 985,912

Under the revenue sharing formula, the net revenues or deficiency at year-end are split fifty (50) percent to the signatory airlines and fifty (50) percent to the Authority, subject to certain limitations which require the airlines to ensure the Authority's net revenues are not less than 125 percent of its annual debt service requirement. The summary information above does not reflect the effect of allocating all budget variances in accordance with the Airport Use and Lease Agreement or the potential assessment of charges to meet debt service coverage requirements, and accordingly, does not reflect the amount of an accumulated potential year-end settlement with the signatory airlines.

AIRLINE RATES AND CHARGES

Airline Rates and Charges shown for 2019 are based on the adopted budget and are calculated using the formulas incorporated into the Airline Use and Lease Agreement. Final 2019 rates will be calculated in the final settlement and revenue sharing report. The signatory airlines will be billed or credited for their share of any final variance and the Authority will fund its share of any negative variance from its reserves.

AIRPORT REVENUES

AIRPORT REVENUES for YTD 2019 are \$7.4 million and are \$227,300 more than the \$7.2 million budget to date.

PUBLIC PARKING REVENUES for YTD 2019 total \$2,571,500 compared to \$2,432,800 in YTD 2018, a 5.7% increase and are \$55,300 more than budget. Parking revenue per passenger increased from \$11.76 in YTD 2018 to \$12.05 in YTD 2019.

RENTAL CAR REVENUES for YTD 2019 total \$517,400 compared to \$518,900 in YTD 2018, and are \$2,000 less than budget. Revenue per passenger was \$2.42 in YTD 2019 compared to \$2.51 in YTD 2018.

FOOD AND BEVERAGE REVENUES for YTD 2019 total \$178,600 compared to \$119,100 in YTD 2018 and are \$32,800 more than budget. Sales per enplaned passenger were \$6.64 in YTD 2019 compared to \$5.92 in YTD 2018. Authority revenue per passenger was \$0.84 in YTD 2019, which is an increase from \$0.58 in YTD 2018.

RETAIL REVENUES for YTD 2019 total \$131,100 compared to \$115,600 in YTD 2018, and are \$9,700 more than budgeted. Sales for YTD 2019 per enplanement were \$2.83 in YTD 2019 compared to \$2.54 in YTD 2018. Authority revenue per passenger was \$0.61 in YTD 2019 compared to \$0.56 in YTD 2018.

COMBINED MANAGEMENT OPERATING EXPENSES

The airports three operating centers have combined operating expense results as follows:

	2019 YTD Budget	2019 YTD Actual	Budget Variance	2018 YTD Actual	Prior Year Variance
AvPorts	\$ 4,337,339	\$ 4,172,556	\$ 164,783	\$ 4,079,541	\$ (93,015)
Million Air	619,487	574,247	45,240	579,359	5,112
Authority	1,110,278	1,124,463	(14,185)	1,042,964	(81,499)
Total	<u>\$ 6,067,104</u>	<u>\$ 5,871,266</u>	<u>\$ 195,838</u>	<u>\$ 5,701,864</u>	<u>\$ (169,402)</u>
Variance			3.23%		-2.97%

OTHER REVENUES AND EXPENSES

Other revenues and expenses when netted together for YTD 2019 are \$148,300 more than budgeted mainly because interest earnings were \$95,100 more than budgeted.

AFCO/AVPORTS AIRPORT OPERATIONS

Operating expenses for AFCO/AvPorts in YTD 2019 are \$164,800 (3.8%) under budget based upon a combination of variances and timing differences.

MILLION AIR FBO OPERATIONS

The commercial and retail YTD revenues and cost of sales results are as follows:

	2019 YTD Budget	2019 YTD Actual	2019 Variance	2018 YTD Actual	Prior Year Variance
Revenues	\$ 1,942,149	\$ 2,138,379	\$ 196,230	\$ 1,820,636	\$ 317,743
Cost of Sales	(1,140,349)	(1,113,760)	26,589	(1,003,927)	(109,833)
Net results before O & M Expenses	\$ 801,800	\$ 1,024,619	\$ 222,819	\$ 816,709	\$ 207,910
FUEL SALES (gallons)					
Jet A	170,544	182,001	11,457	153,717	28,284
AvGas - Retail	5,722	6,029	307	5,892	137
AvGas - Commercial	10,059	14,677	4,618	15,150	(473)
DEICING SALES (gallons)					
Sprayed	25,965	47,741	21,776	40,043	7,698
Consortium	45,800	39,384	(6,416)	38,814	570
FUEL NET REVENUES					
Jet A	\$ 291,334	\$ 295,672	\$ 4,338	\$ 262,594	\$ 33,078
AvGas - Retail	\$ 6,720	\$ 7,857	\$ 1,137	\$ 6,456	\$ 1,401
AvGas - Commercial	\$ 3,722	\$ 6,159	\$ 2,437	\$ 6,130	\$ 29
DEICING NET REVENUE					
Sprayed	\$ 151,253	\$ 370,591	\$ 219,338	\$ 269,407	\$ 101,184
Consortium	\$ -	\$ (276)	\$ (276)	\$ (57,821)	\$ 57,545

YTD Net Results before YTD Operating and Maintenance expenses were \$222,800 more than budgeted and \$207,900 more than the YTD 2018. Revenue from sprayed deicing services was the most significant variance from the budget amounts.

Operating expenses, not including the cost of retail sales, for YTD 2019 are \$45,200 less than budgeted. A detail account listing of expenses is included for all Million Air cost centers.

AUTHORITY OPERATIONS

YTD operating expenses in 2019 were \$14,200 more than budgeted mainly because of timing differences between budgeted and actual expenses. Departure's net operating results are (\$5,500) for YTD 2019 compared to (\$2,300) for YTD 2018.

A detail account listing of expenses is included for the Authority.

**** UNAUDITED - FOR INTERNAL REVIEW ****



Statistical Highlights

Albany International Airport February Highlights

ACTIVITIES:		2019 ACTUAL	2019 BUDGET	Percentage Actual vs. Budget	2018 AUDITED	Percentage Actual 2019 VS. 2018
<i>Enplanements</i>	Current Month	106,760	105,187	1.5%	102,852	3.8%
	Year - to - Date	213,382	211,559	0.9%	206,863	3.2%
<i>Aircraft Operations</i>	Current Month	4,251	4,414	-3.7%	4,413	-3.7%
	Year - to - Date	8,589	9,104	-5.7%	9,105	-5.7%
<i>Landed Weight (#)</i>	Current Month	116,327,437	115,761,286	0.5%	111,973,654	3.9%
	Year - to - Date	237,701,266	241,276,699	-1.5%	233,382,286	1.9%
<i>Cargo, Mail & Express (Tons)</i>	Current Month	1,037	1,365	-24.0%	1,349	-23.1%
	Year - to - Date	2,511	2,826	-11.1%	2,817	-10.8%
<i>FBO Jet A (Gallons)</i>	Current Month	98,665	83,002	18.9%	71,125	38.7%
	Year - to - Date	182,001	170,544	6.7%	153,717	18.4%
<i>FBO AvGas (Gallons)</i>	Current Month	3,291	2,706	21.6%	2,914	12.9%
	Year - to - Date	6,029	5,722	5.4%	5,892	2.3%
<i>AvGas Commercial (gallons)</i>	Current Month	7,277	4,294	69.5%	6,467	12.5%
	Year - to - Date	14,677	10,059	45.9%	15,150	-3.1%
<i>FBO Into-Plane (Gallons)</i>	Current Month	1,637,472	1,481,377	10.5%	1,511,802	8.3%
	Year - to - Date	3,111,192	3,007,976	3.4%	3,069,755	1.3%
<i>FBO Deicing (Gallons)</i>	Current Month	52,759	38,932	0.0%	36,465	0.0%
	Year - to - Date	87,125	71,765	21.4%	78,857	10.5%

REVENUES:

<i>Landing Fees</i>	Current Month	\$455,621	\$450,968	1.0%	\$432,977	5.2%
	Year - to - Date	\$927,557	\$937,643	-1.1%	\$903,724	2.6%
<i>Terminal</i>	Current Month	\$573,266	\$538,545	6.4%	\$533,481	7.5%
	Year - to - Date	\$1,146,531	\$1,077,092	6.4%	\$1,069,685	7.2%
<i>Parking</i>	Current Month	\$1,304,356	\$1,263,036	3.3%	\$1,241,645	5.1%
	Year - to - Date	\$2,571,549	\$2,516,261	2.2%	\$2,432,764	5.7%
<i>Rental Cars</i>	Current Month	\$243,850	\$251,570	-3.1%	\$244,464	-0.3%
	Year - to - Date	\$517,383	\$519,429	-0.4%	\$518,860	-0.3%
<i>Food & Beverage</i>	Current Month	\$88,953	\$73,143	21.6%	\$59,536	49.4%
	Year - to - Date	\$178,601	\$145,758	22.5%	\$119,053	50.0%
<i>Retail</i>	Current Month	\$63,328	\$55,385	14.3%	\$52,723	20.1%
	Year - to - Date	\$131,134	\$121,426	8.0%	\$115,591	13.4%
<i>Departure</i>	Current Month	\$15,134	\$15,707	-3.7%	\$14,215	6.5%
	Year - to - Date	\$25,662	\$30,048	-14.6%	\$28,819	-11.0%
<i>FBO Jet A , Net</i>	Current Month	\$164,266	\$141,788	15.9%	\$121,451	35.3%
	Year - to - Date	\$295,672	\$291,334	1.5%	\$262,594	12.6%
<i>FBO AvGas, Net</i>	Current Month	\$3,582	\$3,178	12.7%	\$2,516	42.4%
	Year - to - Date	\$7,857	\$6,720	16.9%	\$6,456	21.7%
<i>AvGas Commercial, Net</i>	Current Month	\$3,005	\$1,589	89.1%	\$2,165	38.8%
	Year - to - Date	\$6,159	\$3,722	65.5%	\$6,130	0.5%
<i>FBO Into-Plane</i>	Current Month	\$48,975	\$47,949	2.1%	\$48,840	0.3%
	Year - to - Date	\$100,705	\$97,362	3.4%	\$102,260	-1.5%
<i>FBO Deicing, Net</i>	Current Month	\$240,751	\$81,868	0.0%	\$98,698	0.0%
	Year - to - Date	\$370,315	\$151,253	144.8%	\$211,586	75.0%

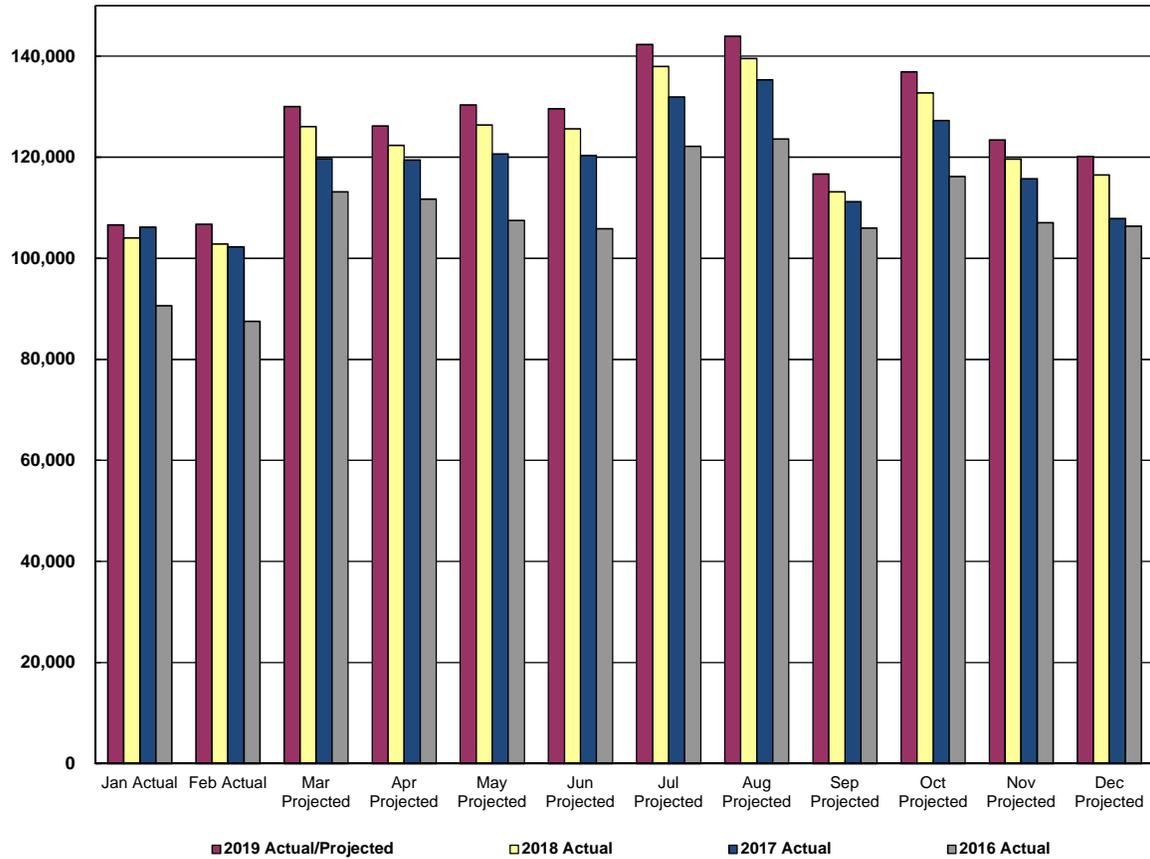
Albany International Airport February Highlights

	2019 YTD	2018	2017	2016	2015
REVENUE PER ENPLANEMENT:	PRELIMINARY	AUDITED	AUDITED	AUDITED	AUDITED
Parking	\$12.05	\$10.40	\$10.57	\$10.57	\$9.87
Rental Car	\$2.42	\$3.79	\$3.83	\$3.59	\$3.89
Food & Beverage	\$0.84	\$0.62	\$0.57	\$0.56	\$0.51
Retail	\$0.61	\$0.58	\$0.57	\$0.56	\$0.54
Departure	\$0.12	\$0.17	\$0.20	\$0.17	\$0.19

Annual Rates and Charges Summary

	2019	2018	2017	2016	2015
AIRLINE RATES & CHARGES:	BUDGET	AUDITED	AUDITED	AUDITED	AUDITED
Landing Fees Per 1,000 lbs. MGLW:					
Signatory	\$3.35	\$2.92	\$3.12	\$2.73	\$3.27
Non-Signatory	\$4.19	\$4.16	\$3.91	\$4.04	\$4.04
Apron Fees Per Square Foot:	\$1.48	\$1.31	\$1.33	\$1.19	\$1.52
Terminal Rental Per Square Foot:					
Signatory	\$83.59	\$86.48	\$79.86	\$81.11	\$74.63
Non-Signatory	\$104.49	\$101.96	\$100.98	\$93.48	\$93.48
Loading Bridges - Annual:	\$43,232	\$51,611	\$47,237	\$40,383	\$44,761
Cost per Enplanement :					
Airport CPE (after revenue sharing)	\$6.52	\$6.57	\$6.57	\$6.00	\$7.12

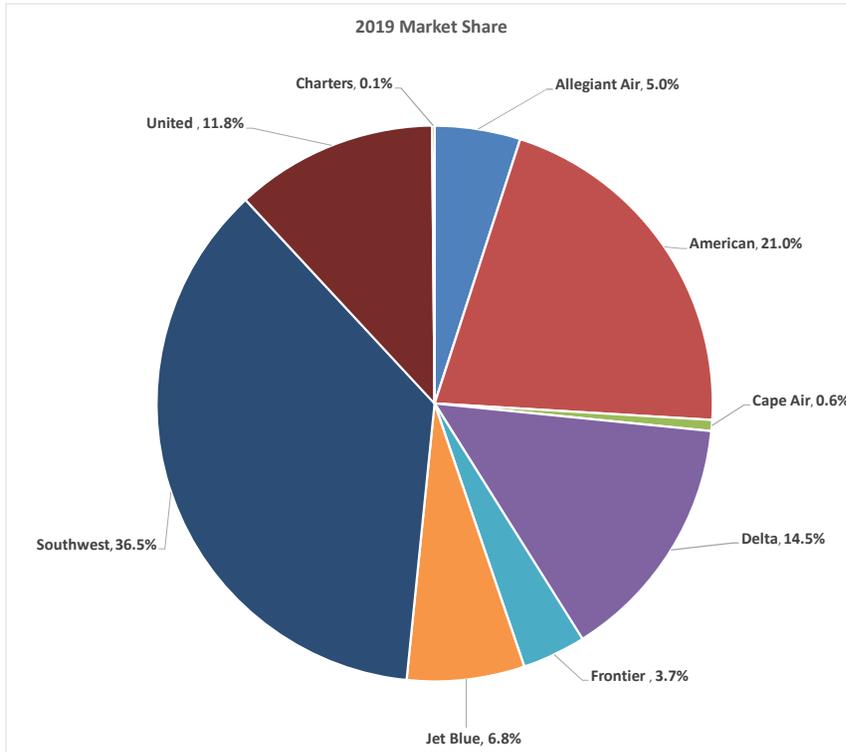
Albany International Airport Monthly Enplanements 2016-2019 For the two months ended February 28



		2019	2019 Budget	# Variance	% Variance	2018	2019 vs. 2018	2017	2016
January	(Actual)	106,622	106,372	250	0.2%	104,011	2.5%	106,168	102,325
February	(ACTUAL)	106,760	105,187	1,573	1.5%	102,852	3.8%	102,255	103,214
March	(Projected)	130,024	128,913	1,111	0.9%	126,052	3.2%	119,677	119,403
April	(Projected)	126,197	125,119	1,078	0.9%	122,342	3.2%	119,423	119,362
May	(Projected)	130,327	129,213	1,114	0.9%	126,345	3.2%	120,665	118,293
June	(Projected)	129,577	128,470	1,107	0.9%	125,618	3.2%	120,316	117,743
July	(Projected)	142,331	141,115	1,216	0.9%	137,983	3.2%	131,916	130,930
August	(Projected)	143,917	142,687	1,230	0.9%	139,520	3.2%	135,306	133,612
September	(Projected)	116,704	115,707	997	0.9%	113,139	3.2%	111,208	115,752
October	(Projected)	136,906	135,736	1,170	0.9%	132,723	3.2%	127,281	123,374
November	(Projected)	123,409	122,355	1,054	0.9%	119,639	3.2%	115,758	115,220
December	(Projected)	120,153	119,126	1,027	0.9%	116,482	3.2%	107,862	108,206
Total		1,512,927	1,500,000	12,927	0.9%	1,466,706	3.2%	1,417,835	1,407,434

YTD Enplanements 213,382 211,559 1,823 0.9% 206,863 3.2% 208,423 205,539

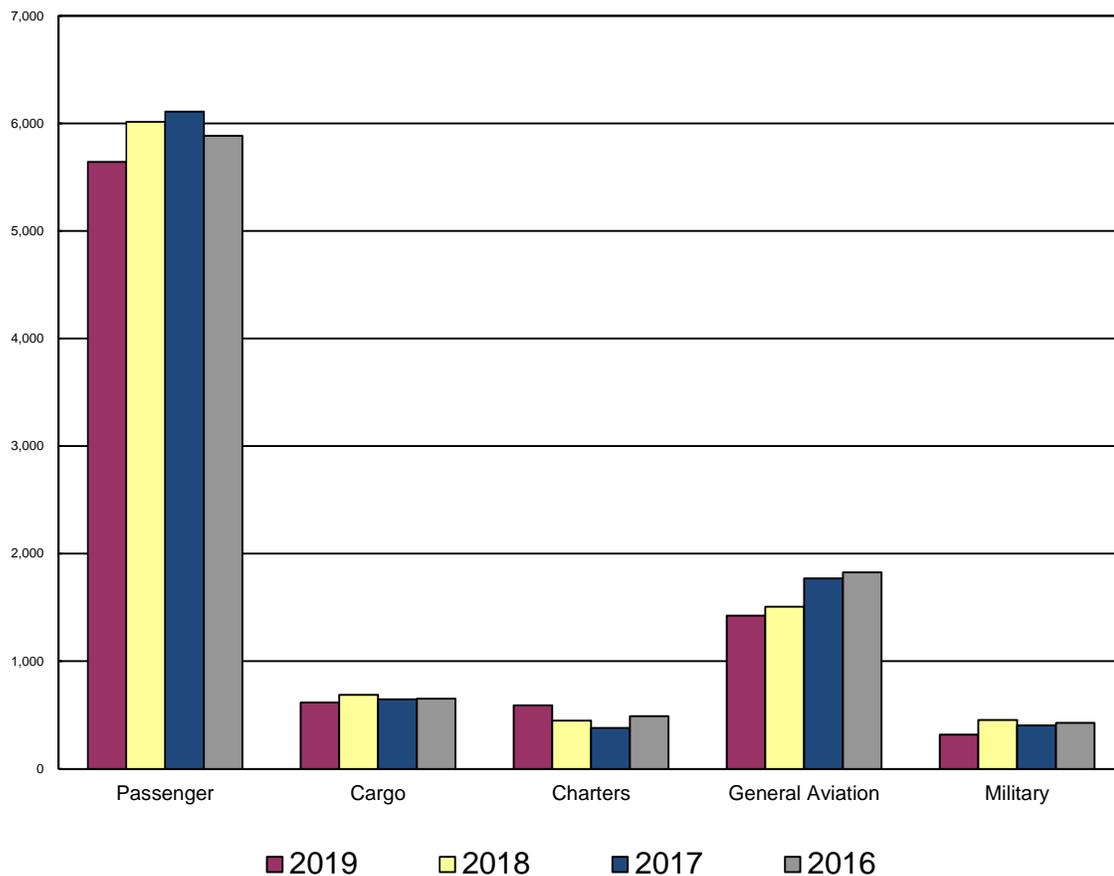
Albany International Airport Enplanements Per Carrier For the two months ended February 28



Carrier	Current Month		#	%	Year To Date		#	%	YTD Market Share		%
	2019	2018			Change	Change			2019	2018	
Allegiant Air	6,565	0	6,565	100.0%	10,613	0	10,613	100.0%	5.0%	0.0%	5.0%
American	7,386	7,250	136	1.9%	16,633	14,992	1,641	10.9%	7.8%	7.2%	0.5%
American Eagle-Air Wisconsin	0	18	(18)	-100.0%	0	313	(313)	-100.0%	0.0%	0.2%	-0.2%
American Eagle - Envoy	3,558	3,148	410	13.0%	6,794	6,384	410	6.4%	3.2%	3.1%	0.1%
American Eagle-Piedmont	5,790	2,272	3,518	154.8%	11,762	5,166	6,596	127.7%	5.5%	2.5%	3.0%
American Eagle-PSA	5,212	5,966	(754)	-12.6%	9,564	11,315	(1,751)	-15.5%	4.5%	5.5%	-1.0%
American Eagle-Republic	0	5,015	(5,015)	-100.0%	0	8,790	(8,790)	-100.0%	0.0%	4.2%	-4.2%
American Eagle-TransStates	0	0	0	0.0%	0	197	(197)	-100.0%	0.0%	0.1%	-0.1%
Boutique Air	0	125	(125)	-100.0%	0	310	(310)	-100.0%	0.0%	0.1%	-0.1%
Cape Air	665	788	(123)	-15.6%	1,354	1,549	(195)	-12.6%	0.6%	0.7%	-0.1%
Delta	9,554	10,878	(1,324)	-12.2%	19,543	21,912	(2,369)	-10.8%	9.2%	10.6%	-1.4%
Delta - Endeavor	1,664	0	1,664	100.0%	3,046	0	3,046	100.0%	1.4%	0.0%	1.4%
Delta - Go Jet	2,772	0	2,772	100.0%	5,814	180	5,634	3130.0%	2.7%	0.1%	2.6%
Delta - SkyWest	1,226	2,117	(891)	-42.1%	2,522	4,539	(2,017)	-44.4%	1.2%	2.2%	-1.0%
Frontier	4,175	0	4,175	100.0%	7,901	0	7,901	100.0%	3.7%	0.0%	3.7%
Jet Blue	7,383	7,246	137	1.9%	14,564	14,951	(387)	-2.6%	6.8%	7.2%	-0.4%
One-Jet	0	143	(143)	-100.0%	0	280	(280)	-100.0%	0.0%	0.1%	-0.1%
Southwest	37,901	45,460	(7,559)	-16.6%	77,861	90,710	(12,849)	-14.2%	36.5%	43.9%	-7.4%
United	3,088	0	3,088	100.0%	6,333	1,175	5,158	439.0%	3.0%	0.6%	2.4%
United Express - Air Wisconsin	2,351	0	2,351	100.0%	4,544	0	4,544	100.0%	2.1%	0.0%	2.1%
United Exp-Commutair	5,411	6,125	(714)	-11.7%	10,815	12,138	(1,323)	-10.9%	5.1%	5.9%	-0.8%
United Exp-Express Jet	1,774	1,684	90	5.3%	3,136	3,583	(447)	-12.5%	1.5%	1.7%	-0.3%
United Exp-Republic	100	0	100	100.0%	218	0	218	100.0%	0.1%	0.0%	0.1%
United Exp-SkyWest	0	2,360	(2,360)	-100.0%	50	4,024	(3,974)	-98.8%	0.0%	1.9%	-1.9%
United Exp-TransStates	0	2,139	(2,139)	-100.0%	0	4,237	(4,237)	-100.0%	0.0%	2.0%	-2.0%
Other - Charters	185	118	67	56.8%	315	118	197	166.9%	0.1%	0.1%	0.1%
Total	106,760	102,852	3,908	3.8%	213,382	206,863	6,519	3.2%	100.0%	100.0%	0.0%

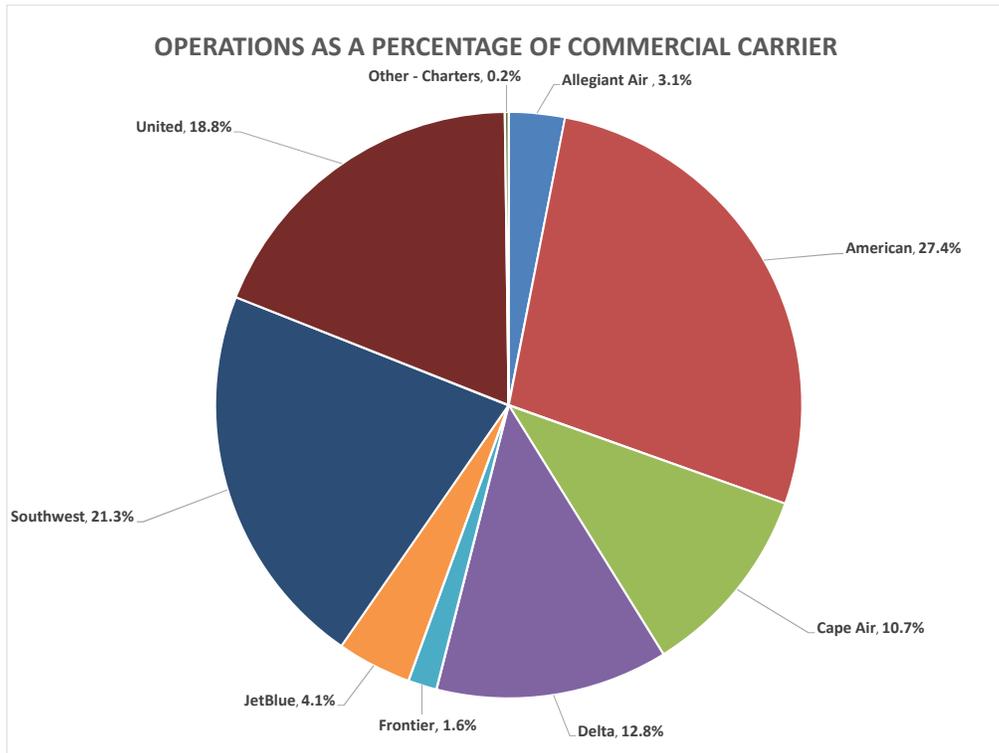
YTD Budget	YTD Actual	# Variance	% Variance
211,559	213,382	1,823	0.9%

Albany International Airport Aircraft Operations by Type For the two months ended February 28



Type	2019	2018	% Change	2017	2016
Passenger	5,642	6,014	-6.2%	6,108	5,884
Cargo	616	686	-10.2%	644	650
Charters & Corporate	590	447	32.0%	378	489
Sub Total	6,848	7,147	-4.2%	7,130	7,023
General Aviation	1,423	1,506	-5.5%	1,768	1,825
Military	318	452	-29.6%	404	428
Total	8,589	9,105	-5.7%	9,302	9,276

Albany International Airport Operations Per Carrier For two months ended February 28

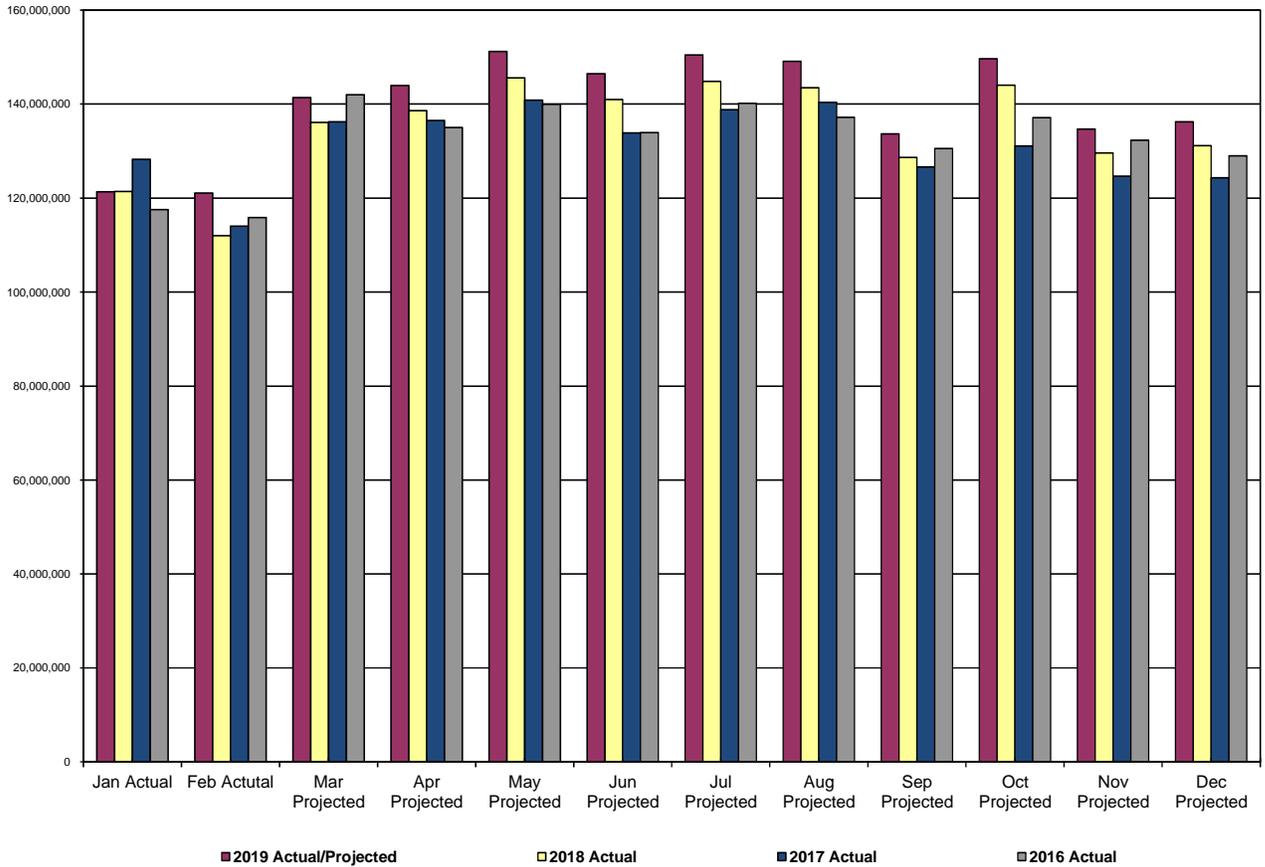


Carrier	# Sch.	Current Month				Year To Date				YTD Market Share		
		2019	2018	# Change	% Change	2019	2018	# Change	% Change	2019	2018	% Change
Allegiant Air	98	98	0	98	100.0%	174	0	174	100.0%	2.5%	0.0%	2.5%
American	130	134	110	24	21.8%	302	240	62	25.8%	4.4%	3.4%	1.0%
American - Air Wisconsin	0	0	2	(2)	-100.0%	0	18	-18	-100.0%	0.0%	0.3%	-0.3%
American - Envoy	142	128	110	18	16.4%	256	230	26	11.3%	3.7%	3.2%	0.5%
American - Piedmont	298	270	104	166	159.6%	546	254	292	115.0%	8.0%	3.6%	4.4%
American - PSA	240	226	256	(30)	-11.7%	440	526	-86	-16.3%	6.4%	7.4%	-1.0%
American - Republic Airways	0	0	162	(162)	-100.0%	0	290	-290	-100.0%	0.0%	4.1%	-4.1%
American - Skywest	0	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
American - Trans States	0	0	0	0	0.0%	0	10	-10	-100.0%	0.0%	0.1%	-0.1%
Boutique Air	0	0	74	(74)	-100.0%	0	174	-174	-100.0%	0.0%	2.4%	-2.4%
Cape Air	294	294	294	0	0.0%	604	638	-34	-5.3%	8.8%	8.9%	-0.1%
Delta	156	158	212	(54)	-25.5%	330	440	-110	-25.0%	4.8%	6.2%	-1.4%
Delta - Endeavor	56	56	2	54	100.0%	104	2	102	100.0%	1.5%	0.0%	1.5%
Delta - Express Jet	0	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Delta - Go Jet	98	98	0	98	0.0%	204	4	200	5000.0%	3.0%	0.1%	2.9%
Delta - Republic	0	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Delta - Sky West	38	38	96	(58)	-60.4%	84	206	-122	-59.2%	1.2%	2.9%	-1.7%
Elite Airlines	0	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
Frontier	48	48	0	48	100.0%	90	0	90	100.0%	1.3%	0.0%	1.3%
JetBlue	112	112	108	4	3.7%	232	230	2	0.9%	3.4%	3.2%	0.2%
One Jet	0	0	58	(58)	-100.0%	0	120	-120	-100.0%	0.0%	1.7%	-1.7%
Southwest	582	582	678	(96)	-14.2%	1,204	1,406	-202	-14.4%	17.6%	19.7%	-2.1%
United	58	58	0	58	0.0%	124	24	100	416.7%	1.8%	0.3%	1.5%
United Air Wisconsin	106	106	0	106	100.0%	206	0	206	100.0%	3.0%	0.0%	3.0%
United - Commut Air	248	248	310	(62)	-20.0%	522	656	-134	-20.4%	7.6%	9.2%	-1.6%
United - Express Jet	108	102	88	14	15.9%	192	186	6	3.2%	2.8%	2.6%	0.2%
United - Go Jet	0	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%
United - Mesa	0	0	0	0	100.0%	2	0	2	100.0%	0.0%	0.0%	0.0%
United - Republic Airways	4	4	0	4	100.0%	12	0	12	100.0%	0.2%	0.0%	0.2%
United - SkyWest	0	0	88	(88)	-100.0%	2	156	-154	-98.7%	0.0%	2.2%	-2.2%
United - Trans States	0	0	100	(100)	-100.0%	0	200	-200	-100.0%	0.0%	2.8%	-2.8%
Other - Charters	8	8	4	4	100.0%	12	4	8	100.0%	0.2%	0.1%	0.1%
Subtotal	2,824	2,768	2,856	(88)	-3.1%	5,642	6,014	-372	-6.2%	82.4%	84.1%	-1.7%

DHL - Ameriflight, Inc.	40	40	0	0.0%	86	86	0	0.0%	1.3%	1.2%	0.1%
Federal Express	40	40	0	0.0%	86	82	4	4.9%	1.3%	1.1%	0.2%
Federal Express - Wiggins Airways	182	172	10	5.8%	364	366	-2	-0.5%	5.3%	5.1%	0.2%
United Parcel Service	0	72	(72)	-100.0%	80	152	-72	-47.4%	1.2%	2.1%	-0.9%
Subtotal	262	324	(62)	-19.1%	616	686	-70	-10.2%	9.0%	9.6%	-0.6%

Charter, Corporate & Diversions	244	226	18	8.0%	590	447	143	32.0%	8.6%	6.3%	2.3%
Total	3,274	3,406	(132)	-3.9%	6,848	7,147	-299	-4.2%	100.0%	100.0%	0.0%

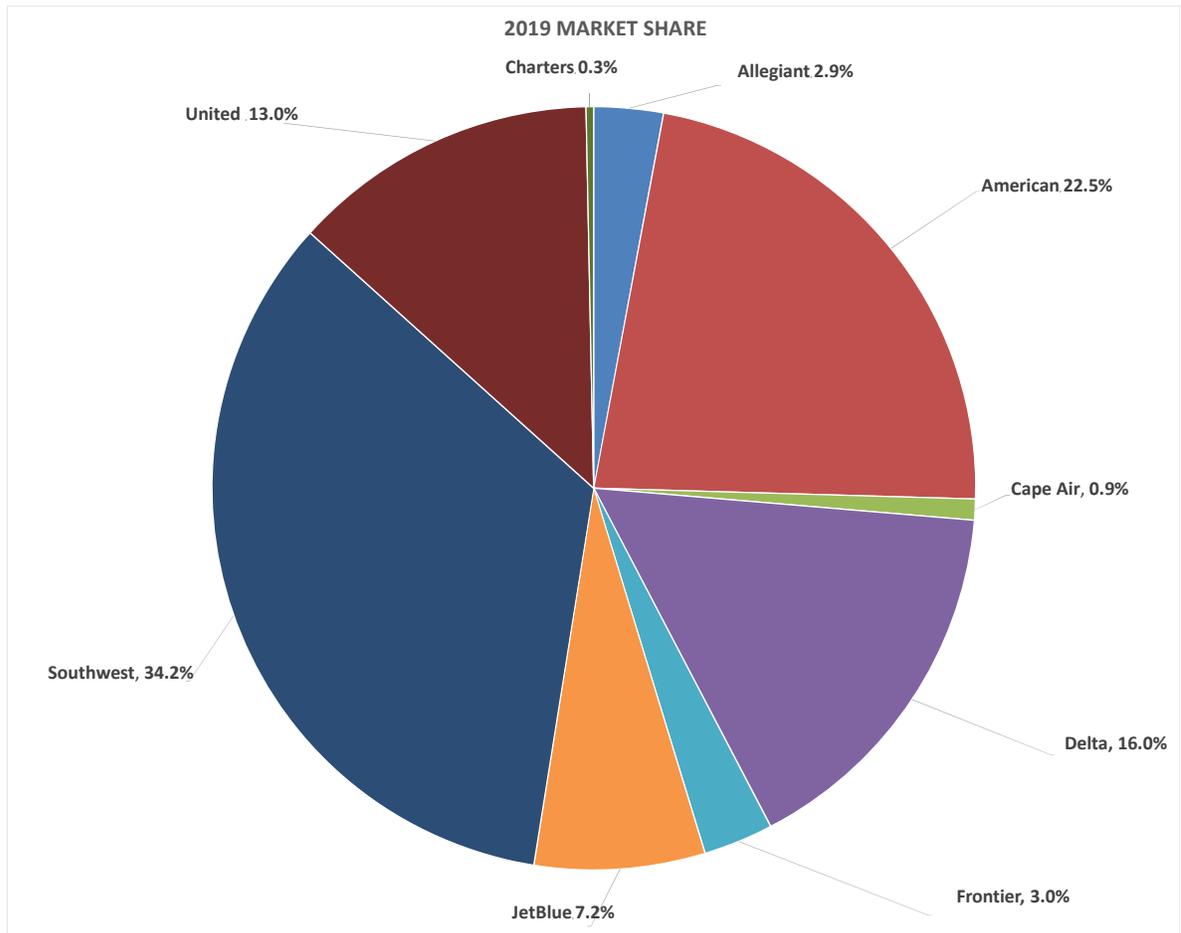
Albany International Airport Landed Weights 2016 - 2019 For the two months ended February 28



		2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
January	(Actual)	121,373,829	125,515,413	(4,141,584)	121,408,632	0.0%	128,222,843	117,525,483
February	(ACTUAL)	121,089,432	115,761,286	5,328,146	111,973,654	8.1%	114,046,534	115,840,308
March	(Projected)	141,388,874	140,696,948	691,926	136,093,437	3.9%	136,249,073	142,019,773
April	(Projected)	143,984,797	143,280,167	704,630	138,592,135	3.9%	136,505,291	135,028,314
May	(Projected)	151,212,076	150,472,077	739,999	145,548,731	3.9%	140,846,914	139,980,749
June	(Projected)	146,455,796	145,739,073	716,723	140,970,587	3.9%	133,835,433	133,960,121
July	(Projected)	150,447,928	149,711,669	736,259	144,813,203	3.9%	138,796,395	140,184,045
August	(Projected)	149,070,142	148,340,625	729,517	143,487,018	3.9%	140,343,697	137,206,202
September	(Projected)	133,671,738	133,017,578	654,160	128,665,331	3.9%	126,632,991	130,566,058
October	(Projected)	149,642,519	148,910,201	732,318	144,037,958	3.9%	131,118,304	137,092,985
November	(Projected)	134,672,463	134,013,405	659,058	129,628,576	3.9%	124,636,868	132,288,190
December	(Projected)	136,271,440	135,604,558	666,883	131,167,667	3.9%	124,327,179	128,999,178
Total		1,679,281,035	1,671,063,000	8,218,035	1,616,386,930	3.9%	1,575,561,523	1,590,691,408

YTD Landed Weight	242,463,261	241,276,699	1,186,562	233,382,286	3.9%	242,269,377	233,365,792
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Albany International Airport Landed Weights Per Carrier For the two months ended February 28



Carrier	Current Month		#	%	Year To Date		#	%	YTD Market Share		%
	2019	2018			2019	2018			2019	2018	
Allegiant	6,818,869	0	6,818,869	100.0%	12,100,021	0	12,100,021	100.0%	5.1%	0.0%	5.1%
American	9,302,301	8,078,904	1,223,398	15.1%	20,902,904	17,190,808	3,712,097	21.6%	8.8%	7.4%	1.4%
American Eagle	16,005,051	19,980,688	(3,975,637)	-19.9%	31,481,803	40,602,087	(9,120,284)	-22.5%	13.2%	17.4%	-4.2%
Boutique Air	0	367,041	(367,041)	-100.0%	0	863,041	(863,041)	-100.0%	0.0%	0.4%	-0.4%
Cape Air	1,006,949	1,006,949	0	0.0%	2,068,699	2,185,150	(116,452)	-5.3%	0.9%	0.9%	-0.1%
Delta	11,020,501	13,206,502	(2,186,000)	-16.6%	22,840,501	27,440,604	(4,600,102)	-16.8%	9.6%	11.8%	-2.1%
Delta Connection	7,128,603	2,303,000	4,825,603	209.5%	14,376,606	5,070,099	9,306,507	183.6%	6.0%	2.2%	3.9%
Frontier	3,647,310	0	3,647,310	100.0%	6,897,348	0	6,897,348	100.0%	2.9%	0.0%	2.9%
JetBlue	7,963,087	7,678,691	284,396	3.7%	16,779,361	16,352,769	426,592	2.6%	7.1%	7.0%	0.1%
One Jet	0	455,300	(455,300)	-100.0%	0	941,993	(941,993)	-100.0%	0.0%	0.4%	-0.4%
Southwest	38,411,200	45,170,000	(6,758,800)	-15.0%	79,476,000	93,743,201	(14,267,201)	-15.2%	33.4%	40.2%	-6.7%
United	4,196,961	0	4,196,961	100.0%	8,927,206	1,712,180	7,215,026	421.4%	3.8%	0.7%	3.0%
United Expresses	10,326,203	13,478,580	(3,152,377)	-23.4%	21,108,415	27,032,354	(5,923,939)	-21.9%	8.9%	11.6%	-2.7%
Charters/Diversions	742,401	248,000	494,401	199.4%	742,401	248,000	494,401	199.4%	0.3%	0.1%	0.2%
Total	116,569,437	111,973,654	4,595,783	4.1%	237,701,266	233,382,286	4,318,980	1.9%	100.0%	100.0%	0.0%

YTD Budget	YTD Actual	# Variance	% Variance
241,276,699	237,701,266	(3,575,433)	-1.5%

Albany International Airport

Cargo, Mail & Express Handled by Carrier

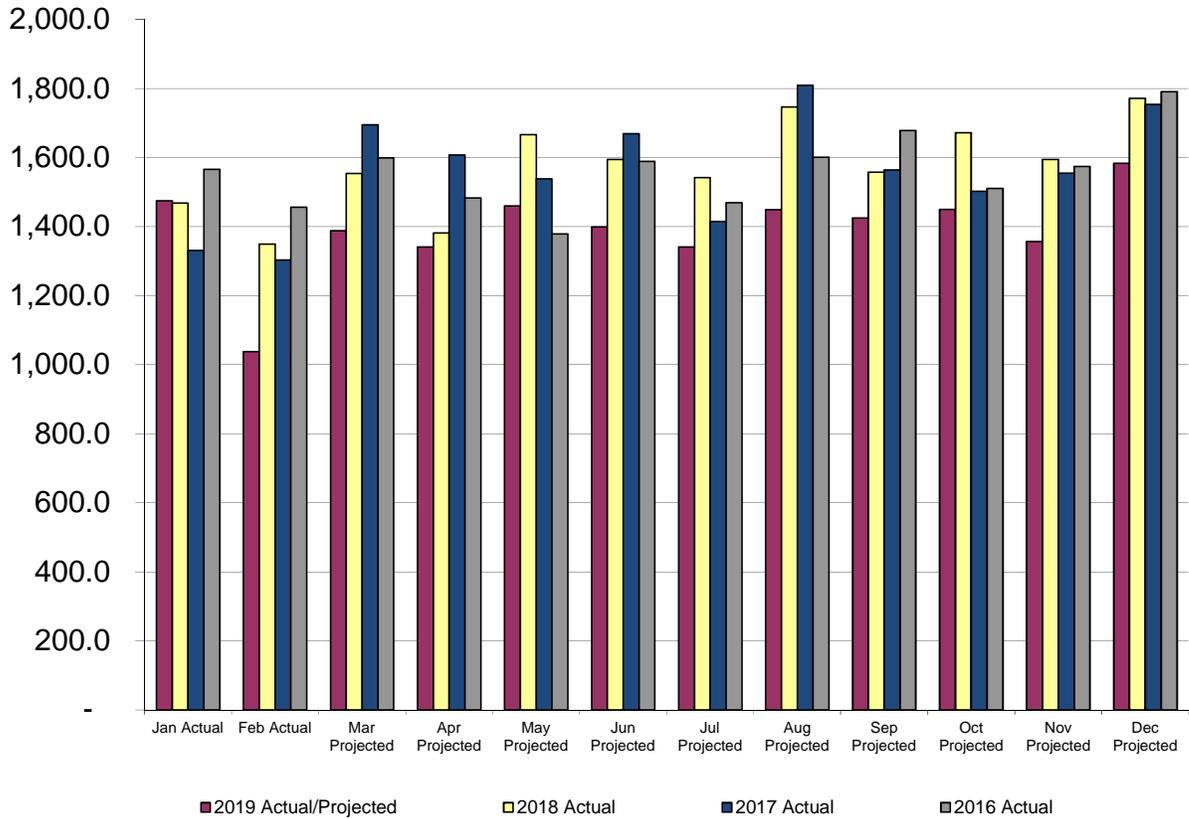
For the two months ended February 28

(In Tons)

	CARGO		19 vs. 18	MAIL & EXPRESS		19 vs. 18
	2019	2018	% Change	2019	2018	% Change
January	926.34	906.25	2.2%	547.91	561.55	-2.4%
February	540.45	867.99	-37.7%	496.76	481.10	3.3%
March		985.47	-100.0%		568.51	-100.0%
April		871.82	-100.0%		509.85	-100.0%
May		1,011.26	-100.0%		655.23	-100.0%
June		970.52	-100.0%		624.09	-100.0%
July		940.60	-100.0%		600.88	-100.0%
August		1,039.71	-100.0%		706.45	-100.0%
September		925.13	-100.0%		632.21	-100.0%
October		1,023.92	-100.0%		647.75	-100.0%
November		976.95	-100.0%		617.48	-100.0%
December		928.31	-100.0%		842.98	-100.0%
Total	1,466.79	1,774.24	-17.3%	1,044.67	1,042.65	0.2%
Total Fiscal Year		12,039.20			6,700.28	

Carrier	Cargo, Mail & Express		19 vs. 18	Cargo, Mail & Express	
	2019	2018	% Change	2017	2016
American	0.15	1.34	-89.1%	9.59	7.91
American - Air Wisconsin	0.00	0.08	-100.0%	0.13	0.99
American - Envoy	0.15	0.54	-71.5%	0.00	0.00
American - Piedmont	3.93	0.36	998.6%	0.19	0.36
American - PSA	2.49	1.81	37.2%	0.00	0.00
American - Republic Airways	0.00	0.00	0.0%	0.01	0.01
American - Skywest	0.00	0.00	0.0%	0.02	0.00
American - Trans States	0.00	0.00	0.0%	0.00	0.00
Delta	13.23	18.55	-28.7%	13.59	14.23
Southwest	68.39	59.30	15.3%	61.10	104.73
United	0.51	0.08	568.6%	7.89	0.00
Airline Subtotal	88.84	82.05	8.3%	92.54	128.22
DHL - Ameriflight, Inc.	64.97	81.01	-19.8%	61.07	64.89
Federal Express	1,150.83	1,408.43	-18.3%	1,413.52	1,699.83
Federal Express - Wiggins Airways	132.79	149.04	-10.9%	146.05	160.37
United Parcel Serv	1,074.03	1,096.37	-2.0%	920.90	967.68
Subtotal Cargo	2,422.62	2,734.84	-11.4%	2,541.54	2,892.77
Total	2,511.46	2,816.89	-10.8%	2,634.07	3,020.99
Total Fiscal Year		18,739.48		18,692.11	19,372.93

Albany International Airport Cargo, Mail & Express 2016 - 2019 For the two months ended February 28



(In tons)		2019	Budget 2019	# Variance	% Variance	2018	2019 vs. 2018	2017	2016
January	(Actual)	1,474.3	1,461.6	12.7	0.9%	1,467.8	0.4%	1,330.9	1,565.4
February	(ACTUAL)	1,037.2	1,364.6	(327.4)	-24.0%	1,349.1	-23.1%	1,303.2	1,455.6
March	(Projected)	1,387.7	1,561.7	(173.9)	-11.1%	1,554.0	-10.7%	1,694.5	1,598.4
April	(Projected)	1,340.9	1,509.0	(168.1)	-11.1%	1,381.7	-2.9%	1,607.6	1,482.5
May	(Projected)	1,459.5	1,642.5	(182.9)	-11.1%	1,666.5	-12.4%	1,537.5	1,379.0
June	(Projected)	1,398.9	1,574.3	(175.3)	-11.1%	1,594.6	-12.3%	1,669.2	1,588.9
July	(Projected)	1,340.8	1,508.9	(168.0)	-11.1%	1,541.5	-13.0%	1,414.4	1,468.6
August	(Projected)	1,448.7	1,630.3	(181.6)	-11.1%	1,746.2	-17.0%	1,808.9	1,601.0
September	(Projected)	1,425.1	1,603.7	(178.6)	-11.1%	1,557.3	-8.5%	1,563.4	1,677.6
October	(Projected)	1,449.7	1,631.4	(181.7)	-11.1%	1,671.7	-13.3%	1,502.2	1,510.3
November	(Projected)	1,356.2	1,526.2	(170.0)	-11.1%	1,594.4	-14.9%	1,554.4	1,574.1
December	(Projected)	1,583.6	1,782.0	(198.5)	-11.1%	1,771.3	-10.6%	1,753.3	1,790.7
		16,702.7	18,796.0	(2,093.3)	-11.1%	18,896.0	-11.6%	18,739.5	18,692.1
YTD Cargo, Mail, & Express		2,511.5	2,826.2	(314.8)	-11.1%	2,816.9	-10.8%	2,634.1	3,021.0

**** UNAUDITED - FOR INTERNAL REVIEW****



Financial Information

Albany County Airport Authority
Statements of Net Position

	Unaudited February 28, 2019	Audited December 31, 2018
<u>ASSETS</u>		
CURRENT ASSETS		
Unrestricted Assets		
Cash and cash equivalents	\$ 27,387,218	\$ 27,170,120
Accounts receivable - net	1,984,705	2,206,229
Due from Albany County	241,198	248,724
Prepaid Expenses	394,718	951,673
Total Unrestricted Assets	30,007,839	30,576,746
Restricted Assets		
Capital Funds	24,517,515	25,897,864
PFC Funds	13,720,288	13,904,279
Revenue Bond Funds	14,791,122	12,778,763
ANCLUC Funds	198,798	198,096
Concession Improvement Funds	872,756	859,098
Total Restricted Assets	54,100,479	53,638,100
Total Current Assets	84,108,318	84,214,846
NON-CURRENT ASSETS		
Bond Insurance Premiums	290,787	300,790
Capital Assets	238,753,682	237,254,042
Prepaid Expenses	240,538	255,973
Total Non-Current Assets	239,285,007	237,810,805
Total Assets	323,393,325	322,025,651
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Refunding	4,084,309	3,031,913
OPEB Expenses	34,725	34,725
Pension Expenses	782,773	782,773
Total Deferred Outflows of Resources	4,901,807	3,849,411
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Payable from Unrestricted Assets	\$ 6,056,694	\$ 7,117,841
Payable from Restricted Assets	10,108,448	9,320,889
Total Current Liabilities	16,165,142	16,438,730
NON-CURRENT LIABILITIES		
Bonds and other debt obligations	87,728,890	86,676,495
Net OPEB liability	6,621,984	6,621,984
Net pension liability-proportionate share	152,292	152,292
Total Non-Current Liabilities	94,503,166	93,450,771
Total Liabilities	110,668,308	109,889,501
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Concession Improvement Funds	872,756	859,098
OPEB	64,289	64,289
Pension	492,514	492,514
Total Deferred Inflows of Resources	1,429,559	1,415,901
<u>NET POSITION</u>		
Invested in Capital Assets, net of Related Debt	170,544,270	170,718,128
Restricted	27,910,604	26,650,235
Unrestricted	17,742,391	17,201,297
Net Position	216,197,265	214,569,660

Albany County Airport Authority
2019 Summary of Revenues, Expenses and Net Results

	2019	Budget	FEBRUARY 2019			February	2019 Actual /
	Adopted FY		Actual	Variance	Variance	2018	Prior Year
	Budget	YTD	YTD	YTD	%	YTD Actual	Var %
AIRPORT REVENUES							
Airline	\$ 15,065,276	\$ 2,472,185	\$ 2,569,878	\$ 97,693	3.95%	\$ 2,438,843	5.37%
Non-Airline	30,777,802	4,709,919	4,839,568	129,649	2.75%	4,459,176	8.53%
Total Revenues	45,843,078	7,182,104	7,409,446	227,342	3.17%	6,898,019	7.41%
FIXED BASED OPERATOR RETAIL SALES							
Fixed Based Operator Retail Sales	8,083,298	1,616,768	1,824,920	208,152	12.87%	1,510,687	20.80%
Cost of Sales	5,494,245	1,140,349	1,113,761	26,588	2.33%	1,003,928	-10.94%
Net FBO Retail Sales	2,589,053	476,419	711,159	234,740	49.27%	506,759	40.33%
EXPENSE SUMMARY							
AvPorts-Airport Management	24,011,186	4,337,339	4,172,556	164,783	3.80%	4,079,541	-2.28%
Million Air-FBO Management Authority	3,265,773	619,487	574,247	45,240	7.30%	579,359	0.88%
	4,862,390	1,110,278	1,124,463	(14,185)	-1.28%	1,042,964	-7.81%
Total Expenses	32,139,349	6,067,104	5,871,266	195,838	3.23%	5,701,864	-2.97%
OPERATING RESULTS	16,292,782	1,591,419	2,249,339	657,920	41.34%	1,702,914	32.09%
OTHER REVENUES (EXPENSES)							
Interest Earnings	875,457	145,910	241,037	95,127	65.20%	0	100.00%
Passenger Facility Charges	4,516,141	752,690	752,690	0	0.00%	721,818	4.28%
ACAA '99 EFC Debt	(712,765)	(118,794)	(118,794)	0	0.00%	(74,534)	-59.38%
ACAA '10 A Debt Service	(8,172,601)	(1,362,100)	(1,362,100)	0	0.00%	(1,771,024)	23.09%
ACAA '17 A Debt Service	(430,225)	(71,704)	(71,704)	0	0.00%	(126,230)	43.20%
ACAA '17 B Debt Service	(1,130,125)	(188,354)	(188,354)	0	0.00%	(200,654)	6.13%
ACAA '18 A Debt Service	(771,322)	(128,554)	(128,554)	0	0.00%	0	100.00%
ACAA '18 B Debt Service	(703,378)	(117,230)	(117,230)	0	0.00%	0	100.00%
Non-Capital Equipment	(432,090)	(72,015)	(18,128)	53,887	-74.83%	0	100.00%
Grant Income	138,700	23,117	22,420	(697)	-3.02%	22,420	0.00%
Improvement Charges	368,400	61,400	61,400	0	0.00%	61,400	0.00%
Total Other Revenues(Expenses)	(6,453,808)	(1,075,634)	(927,317)	148,317	-13.79%	(1,366,804)	32.15%
NET RESULTS BEFORE RESERVES	9,838,974	515,785	1,322,022	806,237	156.31%	336,110	-293.33%
Less: Capital Improvements	(3,306,134)	(551,022)	(1,102,045)	(551,022)	100.00%	(520,616)	-111.68%
Less: Reserve Requirements	(435,879)	(435,879)	(435,879)	0	0.00%	(200,381)	117.53%
NET RESULTS	6,096,961	(471,116)	(215,902)	255,215	-54.17%	(384,887)	43.91%
Revenue Sharing:							
Transfer to/from Airlines (50%)	3,048,481	(235,558)	(107,951)	127,607	-54.17%	(192,444)	43.91%
Authority Share (50%)	3,048,481	(235,558)	(107,951)	127,607	-54.17%	(192,444)	43.91%
Less: Airline Incentives	(1,000,000)	(166,667)	(188,154)	(21,487)	12.89%	(14,323)	1213.65%
Net Authority Share	\$ 2,048,481	\$ (402,225)	\$ (296,105)	\$ 106,120	-26.38%	\$ (206,767)	43.21%

MONTHLY RECAP	Adopted FY Budget		2019 Actual YTD		2018 Actual YTD	
	Operating Results	Net Results	Operating Results	Net Results	Operating Results	Net Results
JANUARY	\$ 656,283	\$ 118,465	\$ 814,297	\$ 347,237	\$ 896,108	\$ 213,276
FEBRUARY	935,136	397,318	1,435,042	974,785	806,806	122,834
Sub Total	\$ 1,591,419	\$ 515,783	\$ 2,249,339	\$ 1,322,022	\$ 1,702,914	\$ 336,110
MARCH	1,298,732	760,914				
APRIL	1,521,551	983,734				
MAY	1,449,727	911,910				
JUNE	1,471,425	933,608				
JULY	1,717,001	1,179,184				
AUGUST	1,629,546	1,091,729				
SEPTEMBER	1,219,386	681,568				
OCTOBER	1,813,529	1,275,712				
NOVEMBER	1,317,012	779,195				
DECEMBER	1,263,454	725,637				
TOTAL	\$ 16,292,782	\$ 9,838,974	\$ 2,249,339	\$ 1,322,022	\$ 1,702,914	\$ 336,110

Albany County Airport Authority
Revenue Summary

	2019	FEBRUARY 2019			February 2018 Actual	2019 Actual / Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD		
AIRLINE REVENUES						
COMMERCIAL	\$ 6,728,685	\$ 1,102,250	\$ 1,131,489	\$ 29,237	2.65%	\$ 1,072,486 5.50%
CARGO	581,234	89,627	91,368	1,741	1.94%	89,568 2.01%
TERMINAL	6,462,546	1,077,092	1,146,531	69,441	6.45%	1,075,811 6.57%
FBO	1,292,811	203,216	200,490	(2,726)	-1.34%	200,978 -0.24%
TOTAL AIRLINE REVENUES	15,065,276	2,472,185	2,569,878	97,693	3.95%	2,438,843 5.37%
NON-AIRLINE REVENUES						
AIRFIELD	517,879	67,216	67,344	128	0.19%	72,307 -6.86%
TERMINAL	3,549,419	517,706	568,963	51,257	9.90%	480,030 18.53%
GROUND TRANSPORTATION	21,082,046	3,163,070	3,230,075	67,005	2.12%	3,015,650 7.11%
OTHER AIRPORT	5,628,458	961,927	973,186	11,259	1.17%	891,189 9.20%
TOTAL NON AIRLINE REVENUES	30,777,802	4,709,919	4,839,568	129,649	2.75%	4,459,176 8.53%
TOTAL REVENUES	\$ 45,843,078	\$ 7,182,104	\$ 7,409,446	\$ 227,342	3.17%	\$ 6,898,019 7.41%

Albany County Airport Authority
Net FBO Retail Sales
For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var This Mo. To Budget	Year to Date Budget	Year to Date Actual	Var This Year to Budget
FIXED BASED OPERATOR RETAIL SALES							
Jet A Fuel Sales	\$5,782,543	\$400,067	\$454,821	\$54,753	\$822,024	\$829,199	\$7,175
Fuel Costs - Jet A	(3,383,148)	(234,064)	(259,317)	(25,253)	(480,935)	(475,356)	5,579
Fuel Discounts - Jet A	(350,000)	(24,215)	(31,238)	(7,023)	(49,755)	(58,171)	(8,416)
Net Jet A Fuel Sales	2,049,395	141,788	164,266	22,477	291,334	295,672	4,338
AvGas Fuel Sales	274,825	14,045	15,507	1,462	29,697	27,905	(1,793)
Fuel Costs - AvGas	(208,635)	(10,662)	(11,706)	(1,044)	(22,545)	(19,663)	2,882
Fuel Discounts - AvGas	(4,000)	(204)	(219)	(15)	(432)	(385)	47
Net AvGas Fuel Sales	62,190	3,178	3,581	403	6,720	7,856	1,136
Commercial AvGas Fuel Sales	256,631	17,304	26,242	8,938	40,538	51,554	11,016
Fuel Costs-Comm AvGas	(233,069)	(15,716)	(23,237)	(7,521)	(36,816)	(45,395)	(8,578)
Net Comm AvGas Fuel Sales	23,562	1,589	3,006	1,417	3,722	6,160	2,438
Auto & Diesel Fuel Sales	330,581	40,000	40,090	90	94,478	87,567	(6,912)
Fuel Costs - Auto & Diesel	(278,000)	(31,564)	(29,746)	1,819	(75,698)	(65,066)	10,631
Net Auto & Diesel Fuel Sales	52,581	8,436	10,344	1,909	18,780	22,500	3,720
Deicing Services	734,920	172,415	356,448	184,033	320,687	558,148	237,460
Deicing Costs Type I, Type IV	(390,173)	(90,631)	(115,698)	(25,067)	(169,601)	(187,557)	(17,956)
Net Deicing Services	344,747	81,785	240,751	158,966	151,087	370,591	219,504
Deicing Consortium	643,220	166,201	150,352	(15,849)	303,901	261,890	(42,011)
Deicing Costs Type I, Type IV	(643,220)	(166,201)	(150,352)	15,849	(303,901)	(262,167)	41,735
Net Deicing Consortium	0	0	0	0	0	(276)	(276)
FBO Services	60,578	3,715	3,750	35	5,442	8,657	3,215
Catering	(1,000)	(83)	0	83	(167)	0	167
Oil	(3,000)	(250)	0	250	(500)	0	500
Net FBO Services	56,578	3,382	3,750	369	4,776	8,657	3,881
NET FBO RETAIL SALES	2,589,053	240,158	425,698	185,540	476,419	711,159	234,740

Albany County Airport Authority
Expense Summary

	2019	FEBRUARY 2019			February 2018 Actual	2019 Actual / Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD		
EXPENSES - SUMMARY						
AvPort-Airport Management	\$ 24,011,186	\$ 4,337,339	\$ 4,172,556	\$ 164,783	3.8%	\$ 4,079,541 -2.3%
Million Air-FBO Management Authority	3,265,773	619,487	574,247	45,240	7.3%	579,359 0.9%
	4,862,390	1,110,278	1,124,463	(14,185)	-1.3%	1,042,964 -7.8%
	<u>\$ 32,139,349</u>	<u>\$ 6,067,104</u>	<u>\$ 5,871,266</u>	<u>\$ 195,838</u>	<u>3.2%</u>	<u>\$ 5,701,864</u> -3.0%

EXPENSES BY CATEGORY

Personal Services	\$ 11,231,810	\$ 1,812,707	\$ 1,695,037	\$ 117,670	6.5%	\$ 1,671,675 -1.4%
Employee Benefits	5,668,604	980,713	904,754	75,959	7.7%	889,813 -1.7%
Utilities & Communications	2,205,123	573,684	503,827	69,857	12.2%	628,120 19.8%
Purchased Services						
Accounting & Auditing	61,000	16,980	59,524	(42,544)	-250.6%	16,925 -251.7%
Insurance	808,178	528,238	562,620	(34,382)	-6.5%	503,609 -11.7%
Legal Services	50,000	8,333	2,267	6,067	72.8%	3,343 32.2%
Public Safety	309,107	39,636	50,607	(10,971)	-27.7%	38,820 -30.4%
Albany County Sheriffs	2,731,859	455,310	455,310	-	0.0%	437,943 -4.0%
Parking Valet Service	350,000	54,726	57,653	(2,927)	-5.3%	57,293 -0.6%
Employee Shuttle	25,000	-	15,000	(15,000)	0.0%	- 100.0%
Janitorial	499,204	82,982	90,521	(7,539)	-9.1%	79,720 -13.5%
Public Communications	975,374	147,675	114,556	33,119	22.4%	115,812 1.1%
Special Studies	69,200	11,533	2,992	8,541	74.1%	12,907 76.8%
Professional Services	879,160	148,609	145,174	3,435	2.3%	126,714 -14.6%
Total Purchased Services	<u>6,758,082</u>	<u>1,494,022</u>	<u>1,556,224</u>	<u>(62,201)</u>	<u>-4.2%</u>	<u>1,393,086</u> -11.7%
Material & Supplies						
Airfield	914,500	256,922	200,944	55,979	21.8%	288,772 30.4%
Buildings	2,134,569	351,651	332,919	18,732	5.3%	328,090 -1.5%
Grounds	897,785	169,121	319,677	(150,556)	-89.0%	145,024 -120.4%
Vehicles	944,900	174,024	138,276	35,748	20.5%	139,879 1.1%
Total Material & Supplies	<u>4,891,754</u>	<u>951,719</u>	<u>991,818</u>	<u>(40,094)</u>	<u>-4.2%</u>	<u>901,768</u> -10.0%
Office Administration	477,206	77,622	75,300	2,322	3.0%	62,532 -20.4%
	906,770	176,638	144,309	32,329	18.3%	154,874 6.8%
Total Expenses	<u>\$ 32,139,349</u>	<u>\$ 6,067,105</u>	<u>\$ 5,871,269</u>	<u>\$ 195,842</u>	<u>3.2%</u>	<u>\$ 5,701,868</u> -3.0%

DEPARTMENT SUMMARY (DIRECT & INDIRECT)

Direct Cost Centers						
Airfield	\$ 3,408,313	\$ 704,031	\$ 634,816	\$ 69,215	9.8%	\$ 691,502 8.2%
FBO	2,581,429	486,802	439,229	47,573	9.8%	462,749 5.1%
Terminal	5,575,507	1,031,362	1,011,107	20,255	2.0%	937,756 -7.8%
Loading Bridges	311,452	50,730	39,414	11,315	22.3%	40,714 3.2%
Parking	4,725,138	812,282	828,701	(16,419)	-2.0%	718,464 -15.3%
Landside	1,271,568	262,357	293,146	(30,789)	-11.7%	327,565 10.5%
Total Direct Cost Centers	<u>17,873,407</u>	<u>3,347,564</u>	<u>3,246,413</u>	<u>101,150</u>	<u>3.0%</u>	<u>3,178,750</u> -2.1%
Indirect Cost Center						
ARFF	2,144,562	353,391	300,409	52,982	15.0%	316,152 5.0%
Operations	1,005,988	164,556	159,541	5,015	3.0%	162,227 1.7%
Security	3,152,170	523,502	508,327	15,175	2.9%	505,192 -0.6%
Vehicles & Equipment	1,505,340	290,561	263,079	27,482	9.5%	248,114 -6.0%
Airport Mgmt Administration	911,147	144,567	134,015	10,552	7.3%	131,854 -1.6%
FBO Administration	684,344	132,685	135,018	(2,333)	-1.8%	116,609 -15.8%
Airport Authority Administration	4,862,390	1,110,278	1,124,463	(14,185)	-1.3%	1,042,964 -7.8%
Total Indirect Cost Centers	<u>14,265,941</u>	<u>2,719,540</u>	<u>2,624,852</u>	<u>94,688</u>	<u>3.5%</u>	<u>2,523,112</u> -4.0%
Total Expenses	<u>\$ 32,139,348</u>	<u>\$ 6,067,104</u>	<u>\$ 5,871,265</u>	<u>\$ 195,838</u>	<u>3.2%</u>	<u>\$ 5,701,862</u> -3.0%

***** UNAUDITED - FOR INTERNAL REVIEW *****



Airport Revenues

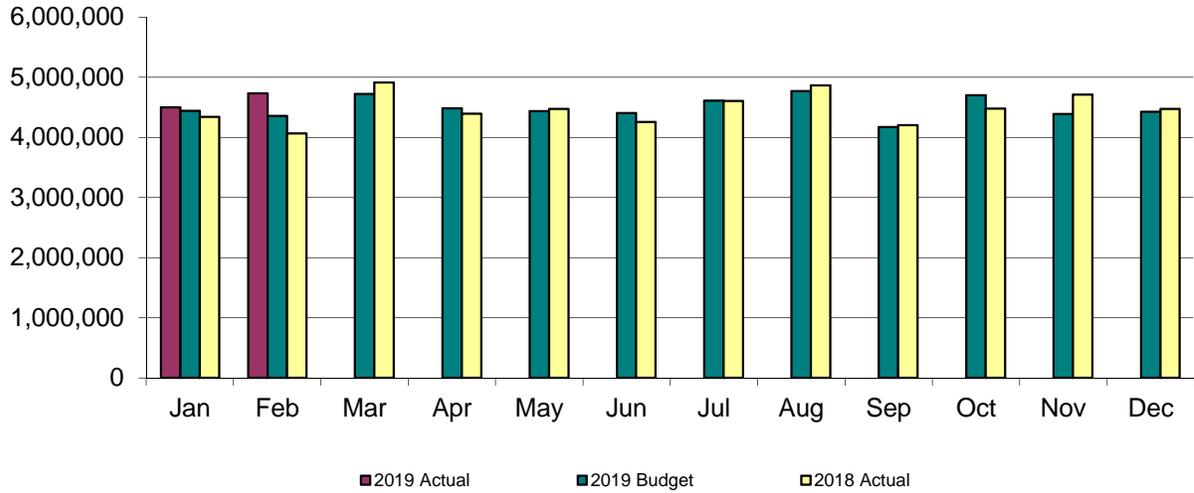
ALBANY COUNTY AIRPORT AUTHORITY
For the Two Months Ending Thursday, February 28, 2019

	2019	February 2019				February 2018 Actual	2019 Actual/ Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %		
AIRLINE REVENUES							
COMMERCIAL							
Landing Fees	\$5,619,263	\$811,338	\$802,717	(\$8,622)	-1.06%	\$781,077	2.77%
Airline Apron Fees	749,370	125,751	134,914	9,163	7.29%	117,425	14.89%
Glycol Disposal Fee	360,052	165,161	193,858	28,696	17.37%	173,984	11.42%
CARGO							
Landing Fee	581,234	89,627	91,368	1,741	1.94%	89,568	2.01%
TERMINAL							
Loading Bridges	562,011	93,669	115,285	21,617	23.08%	98,718	16.78%
Space Rental	5,900,535	983,423	1,031,246	47,824	4.86%	977,093	5.54%
FBO							
Into Plane Fees	666,474	97,362	100,705	3,343	3.43%	102,260	-1.52%
Fuel Farm Fee	626,337	105,854	99,785	(6,069)	-5.73%	98,718	1.08%
TOTAL AIRLINE REVENUES	15,065,276	2,472,185	2,569,878	97,693	3.95%	2,438,843	5.37%
NON-AIRLINE REVENUES							
AIRFIELD							
Gen Aviation Landing Fees	276,222	36,678	33,472	(3,206)	-8.74%	33,079	1.19%
Aircraft Parking Fees	206,657	19,538	20,851	1,313	6.72%	16,301	27.91%
Tenant Maintenance	35,000	11,000	13,021	2,021	18.37%	22,927	-43.21%
Total Airfield	517,879	67,215	67,344	128	0.19%	72,307	-6.86%
TERMINAL							
FIS Facility Use Fee	0	0	0	0	0.00%	1,520	-100.00%
Utility Reimbursement	24,000	3,510	3,400	(110)	-3.12%	3,605	-5.67%
Tenant Maintenance	25,000	1,720	(2,717)	(4,437)	-257.97%	3,786	-171.75%
Space Rent - Non Airline	737,745	122,249	122,361	112	0.09%	117,924	3.76%
Food & Beverage	1,000,812	145,758	178,601	32,843	22.53%	119,054	50.02%
Retail	887,626	121,426	131,134	9,707	7.99%	115,591	13.45%
Advertising	300,000	44,279	54,333	10,054	22.71%	44,739	21.45%
Foreign Currency	26,600	4,433	4,433	0	0.00%	4,433	0.00%
Payphones	2,141	430	229	(202)	-46.83%	322	-28.90%
ATM	36,803	6,085	5,743	(342)	-5.62%	5,785	-0.73%
Museum Shop	256,092	30,048	25,662	(4,385)	-14.59%	28,819	-10.95%
Operating Permits	212,385	31,478	39,286	7,809	24.81%	28,157	39.53%
Vending Machines	33,215	5,123	4,904	(219)	-4.28%	5,127	-4.36%
Baggage Cart Rentals	7,000	1,167	1,594	427	36.61%	1,167	36.61%
Total Terminal	3,549,419	517,706	568,963	51,257	9.90%	480,030	18.53%
GROUND TRANSPORTATION							
Parking	15,283,333	2,516,261	2,571,549	55,288	2.20%	2,432,764	5.70%
Rental Cars	5,177,978	519,429	517,383	(2,045)	-0.39%	480,027	7.78%
Access Fees	330,970	79,086	81,694	2,608	3.30%	72,878	12.10%
TNCs	200,000	33,333	44,488	11,155	33.46%	15,458	187.80%
Garage Space Rent	89,765	14,961	14,961	0	0.00%	14,524	3.01%
Total Ground Transportation	21,082,046	3,163,070	3,230,075	67,005	2.12%	3,015,650	7.11%

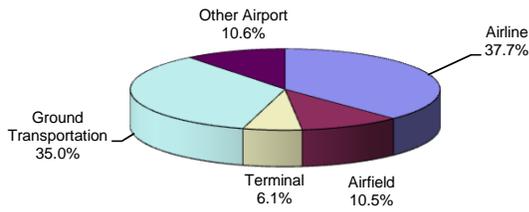
ALBANY COUNTY AIRPORT AUTHORITY
For the Two Months Ending Thursday, February 28, 2019

	2019	February 2019			February 2018 Actual	2019 Actual/ Prior Year Variance %	
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD			Variance %
OTHER AIRPORT							
Telephone System -	71,000	12,305	11,743	(562)	-4.57%	11,865	-1.03%
Building Rental	110,882	14,309	37,273	22,964	160.48%	20,552	81.36%
Control Tower Rental	665,776	110,963	110,963	0	0.00%	110,963	0.00%
Air Cargo Facility	922,420	159,900	156,020	(3,880)	-2.43%	154,357	1.08%
State Executive Hangar	1,247,083	207,847	207,847	0	0.00%	207,847	0.00%
T Hangars	100,328	16,721	17,368	647	3.87%	16,721	3.87%
Tie Downs	4,176	696	710	14	1.97%	696	1.97%
AV Gas Fuel Sales	41,068	5,077	2,982	(2,095)	-41.26%	3,054	-2.37%
FBO Properties	387,384	65,948	58,645	(7,303)	-11.07%	59,593	-1.59%
Industrial Park	568,282	93,987	92,940	(1,047)	-1.11%	87,475	6.25%
Land Rental	314,289	52,630	62,381	9,751	18.53%	52,420	19.00%
Eclipse Hangar	331,373	55,195	55,400	206	0.37%	6,865	707.05%
Hangar Rental	526,833	86,425	84,712	(1,713)	-1.98%	79,092	7.11%
Internet and Cable Access	7,680	1,480	1,480	0	0.00%	2,140	-30.84%
Fingerprinting	26,000	4,333	4,290	(44)	-1.01%	4,004	7.14%
Tenant Maintenance	1,000	167	889	722	433.18%	0	0.00%
Purchasing Proposals	5,000	833	300	(533)	-64.00%	150	100.00%
Ebay/Scrap/Equipment	15,000	2,500	1,541	(959)	-38.38%	1,567	-1.68%
Utility Reimbursement	170,000	37,503	42,900	5,397	14.39%	37,440	14.58%
Reim of Property Taxes	42,883	21,442	17,189	(4,252)	-19.83%	20,386	-15.68%
Other	70,000	11,667	5,615	(6,052)	-51.87%	14,001	-59.90%
Total Other Airport	5,628,458	961,927	973,187	11,260	1.17%	891,189	9.20%
TOTAL NON AIRLINE REVENUES							
	<u>30,777,801</u>	<u>4,709,918</u>	<u>4,839,569</u>	<u>129,650</u>	<u>2.75%</u>	<u>4,459,176</u>	<u>8.53%</u>
TOTAL REVENUES	<u>45,843,078</u>	<u>7,182,103</u>	<u>7,409,446</u>	<u>227,343</u>	<u>3.17%</u>	<u>6,898,019</u>	<u>7.41%</u>

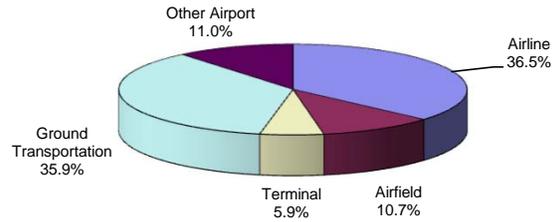
Albany International Airport Operating Revenue For the two months ended February 28



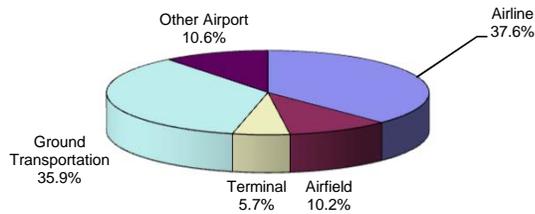
YTD 2019 Actual



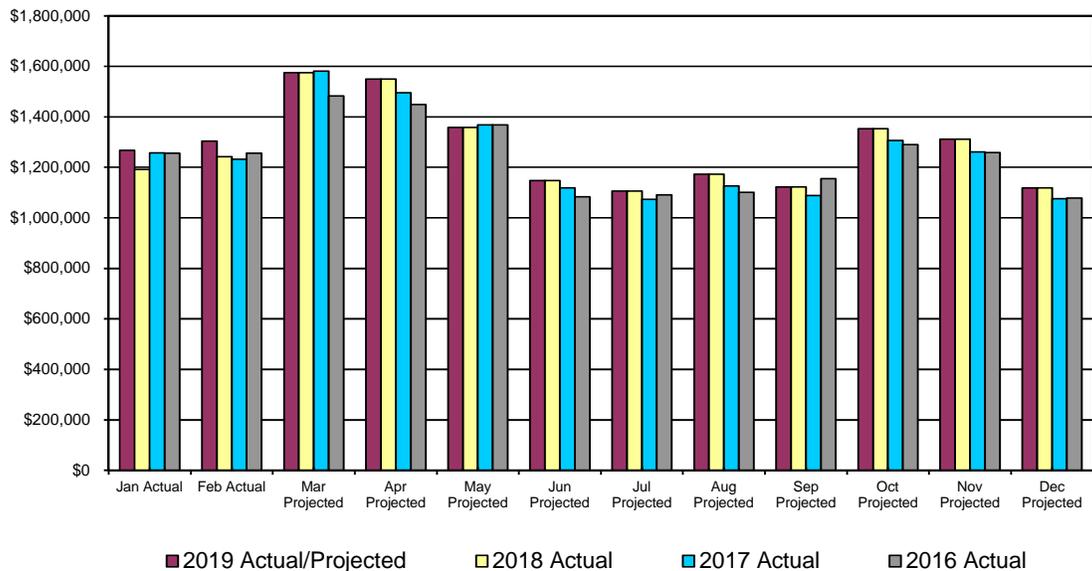
YTD 2019 Budget



YTD 2018 Actual



Albany International Airport Public Parking Revenues 2016-2019 For the two monthd ended February 28

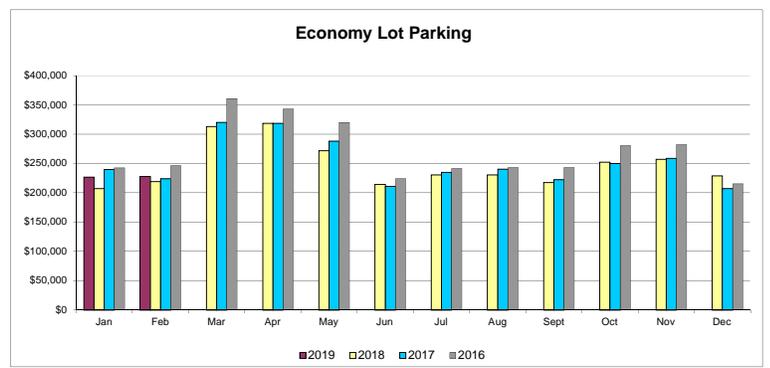
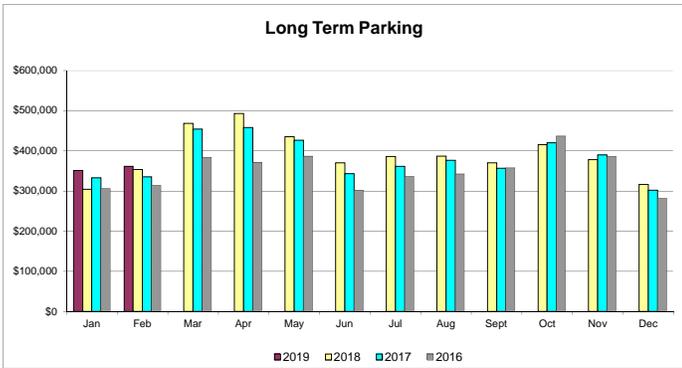
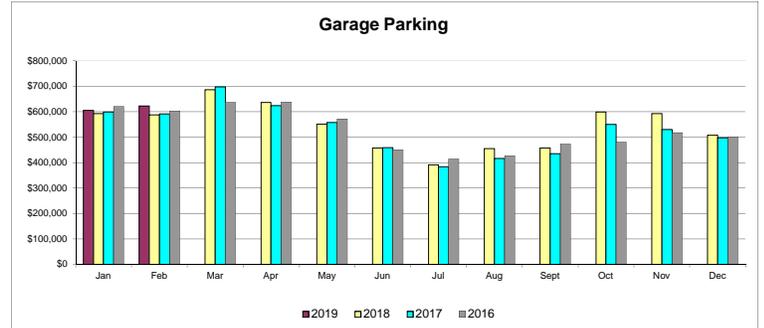
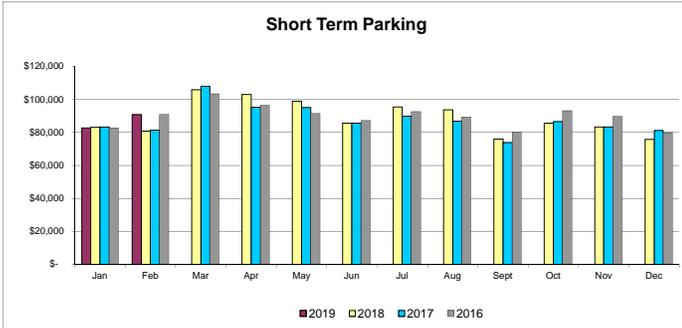


YTD Revenues	2019	% of Total Revenues	2018	2019 vs. 2018	2017	2016
Cash	\$230,415	9.0%	\$225,527	2.2%	\$255,573	\$282,804
Credit Cards	690,353	26.8%	302,145	128.5%	417,701	366,599
Express Credit Card Machine	975,366	37.9%	1,256,702	-22.4%	1,137,432	1,213,600
Express EZ Pass	560,006	21.8%	567,166	-1.3%	591,935	564,682
EZ Pass	110,595	4.3%	76,277	45.0%	81,550	76,339
Misc Parking Revenue (*)	4,814	0.2%	4,947	-2.7%	5,873	7,397
Total Rev handled at the Parking Location	\$2,571,549	100.0%	\$2,432,764	149.3%	\$2,490,063	\$2,511,421

(*) Employee Parking, Over/Short, and adjustments

	2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
January (Actual)	\$1,267,193	\$1,253,225	\$13,968	\$1,191,119	6.4%	\$1,257,733	\$1,255,963
February (ACTUAL)	1,304,356	1,263,036	41,320	1,241,645	5.1%	1,232,330	1,255,458
March (Projected)	1,574,995	1,570,286	4,709	1,574,995	0.0%	1,581,307	1,483,347
April (Projected)	1,550,273	1,521,748	28,525	1,550,273	0.0%	1,495,565	1,449,407
May (Projected)	1,358,290	1,386,547	(28,257)	1,358,290	0.0%	1,368,602	1,368,289
June (Projected)	1,147,240	1,133,472	13,768	1,147,240	0.0%	1,118,414	1,083,242
July (Projected)	1,106,181	1,107,479	(1,298)	1,106,181	0.0%	1,073,350	1,091,119
August (Projected)	1,173,263	1,151,398	21,865	1,173,263	0.0%	1,125,907	1,101,308
September (Projected)	1,122,276	1,139,091	(16,815)	1,122,276	0.0%	1,088,340	1,155,036
October (Projected)	1,353,320	1,337,356	15,964	1,353,320	0.0%	1,306,746	1,290,474
November (Projected)	1,310,935	1,303,496	7,439	1,310,935	0.0%	1,260,873	1,258,315
December (Projected)	1,118,544	1,116,198	2,346	1,118,544	0.0%	1,076,105	1,078,518
Total	\$15,619,142	\$15,283,333	\$103,534	\$15,248,081	2.4%	\$14,985,272	\$14,870,476
YTD Revenues	\$2,571,549	\$2,516,261	\$55,288	\$2,432,764	5.7%	\$2,490,063	\$2,511,421
YTD Enplanements	213,382	211,559	1,823	206,863	3.2%	208,423	205,539
Revenue Per Enplanement:	\$12.05	\$11.89	\$0.16	\$11.76	2.5%	\$11.95	\$12.22

Albany International Airport Public Parking by Parking Lots 2016-2019 For the two months ended February 28



Current Month

	2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
Short Term	\$ 90,794	\$ 85,618	\$ 5,176	\$ 80,744	12.4%	\$ 81,320	\$ 90,950
Long Term	361,504	339,139	22,365	353,317	2.3%	334,938	313,953
Garage	622,790	602,903	19,887	588,092	5.9%	591,412	602,168
E Lot	227,542	233,238	(5,696)	219,238	3.8%	223,872	246,145
Employee Parking	2,055	2,137	(82)	1,905	7.9%	1,627	2,783
Customer Adjustments	(73)	0	(73)	(1,151)	-93.7%	(67)	(242)
Short/Over	(256)	0	(256)	(500)	-48.8%	(772)	(299)
Total	\$ 1,304,356	\$ 1,263,036	\$ 41,320	\$ 1,241,645	5.1%	\$ 1,232,330	\$ 1,255,458

YTD Revenues

	2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
Short Term	\$ 173,483	\$ 169,999	\$ 3,484	\$ 163,959	5.8%	\$ 164,642	\$ 173,773
Long Term	712,590	658,095	54,495	657,585	8.4%	667,551	619,634
Garage	1,227,612	1,215,809	11,803	1,181,017	3.9%	1,190,112	1,221,772
E Lot	454,071	466,606	(12,535)	426,341	6.5%	463,785	488,765
Employee Parking	4,085	5,752	(1,667)	5,149	-20.7%	5,312	6,538
Customer Adjustments	208	0	208	(1,428)	-114.6%	(881)	187
Short/Over	(500)	0	(500)	141	-454.6%	(458)	752
Total	\$ 2,571,549	\$ 2,516,261	\$ 55,288	\$ 2,432,764	5.7%	\$ 2,490,063	\$ 2,511,421

Parking Activity 2019

Monthly Totals

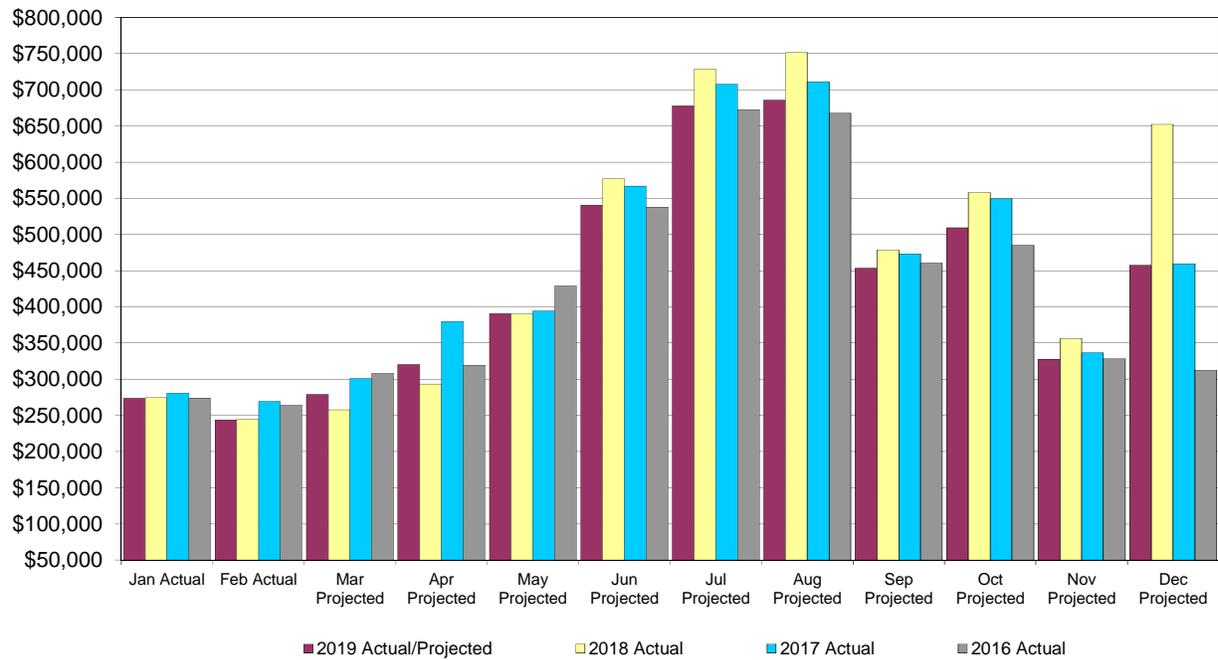
	SHORT TERM / LOT A				GARAGE				LONG TERM / LOT D				ECONOMY / LOT E				Total
	#	\$	\$/#	%	#	\$	\$/#	%	#	\$	\$/#	%	#	\$	\$/#	%	\$
January	20,887	\$82,689	\$3.96	6.5%	11,539	\$604,822	\$52.42	47.8%	8,748	\$351,086	\$40.13	27.8%	5,695	\$226,529	\$39.78	17.9%	\$1,265,126
February	17,919	\$90,794	\$5.07	7.0%	11,268	\$622,790	\$55.27	47.8%	9,848	\$361,504	\$36.71	27.8%	6,376	\$227,542	\$35.69	17.5%	\$1,302,630
March																	
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	
Total	38,806	\$173,483	\$4.47	6.8%	22,807	\$1,227,612	\$53.83	47.8%	18,596	\$712,590	\$38.32	27.8%	12,071	\$454,071	\$37.62	17.7%	\$2,567,756

Parking Activity 2019

Cummulative Totals

	SHORT TERM / LOT A				GARAGE				LONG TERM / LOT D				ECONOMY / LOT E				Total
	#	\$	\$/#	%	#	\$	\$/#	%	#	\$	\$/#	%	#	\$	\$/#	%	\$
January	20,887	\$82,689	\$3.96	6.5%	11,539	\$604,822	\$52.42	47.8%	8,748	\$351,086	\$40.13	27.8%	5,695	\$226,529	\$39.78	17.9%	\$1,265,126
February	38,806	\$173,483	\$4.47	6.8%	22,807	\$1,227,612	\$53.83	47.8%	18,596	\$712,590	\$38.32	27.8%	12,071	\$454,071	\$37.62	17.7%	\$2,567,756
March																	
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	

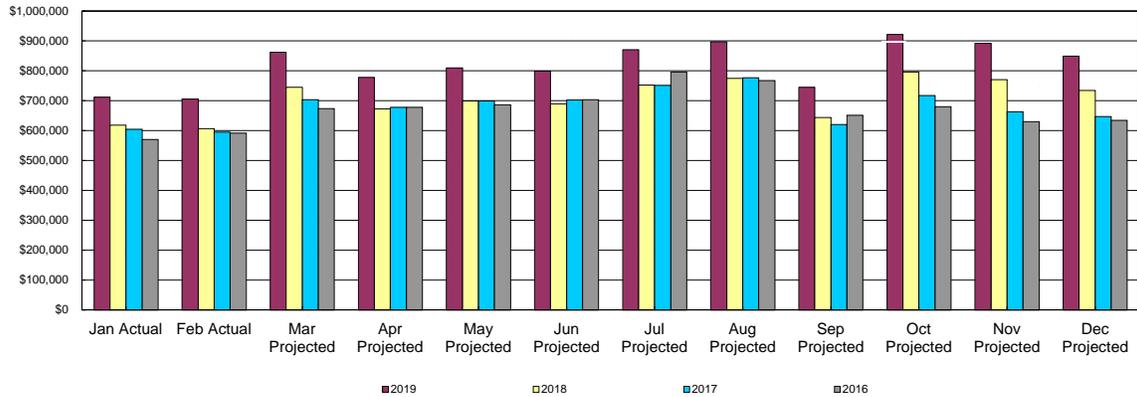
Albany International Airport Rental Car Revenues 2016-2019 For the two months ended February 28



YTD Revenues		2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
On Airport Rental Car Rev		\$495,803	\$504,901	(\$9,098)	\$501,833	-\$6,030	\$532,292	\$523,995
Off Airport Rental Car Rev		21,580	14,528	7,053	17,027	4,554	17,369	14,074
Total YTD		\$517,383	\$519,429	(\$2,045)	\$518,860	-\$1,476	\$549,659	\$538,068
		2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
January	(Actual)	\$273,534	\$267,859	\$5,675	\$274,396	-0.3%	\$280,610	\$274,115
February	(ACTUAL)	243,850	251,570	(7,720)	244,464	-0.3%	269,050	263,953
March	(Projected)	278,982	280,085	(1,103)	257,554	8.3%	300,825	307,890
April	(Projected)	320,001	321,266	(1,265)	293,529	9.0%	379,319	319,224
May	(Projected)	390,492	392,036	(1,544)	390,188	0.1%	394,053	428,748
June	(Projected)	540,453	542,589	(2,137)	577,170	-6.4%	566,799	537,901
July	(Projected)	677,584	680,263	(2,679)	728,505	-7.0%	707,627	672,335
August	(Projected)	685,452	688,162	(2,710)	751,410	-8.8%	711,095	667,716
September	(Projected)	453,211	455,003	(1,792)	478,515	-5.3%	473,049	460,324
October	(Projected)	509,131	511,144	(2,013)	557,914	-8.7%	549,416	484,966
November	(Projected)	327,675	328,971	(1,295)	356,094	-8.0%	336,262	328,000
December	(Projected)	457,224	459,032	(1,808)	652,180	-29.9%	459,637	312,090
Total		5,157,588	\$5,177,978	(\$20,390)	5,561,921	-7.3%	\$5,427,741	\$5,057,262
YTD Revenues		\$517,383	\$519,429	(\$2,045)	\$518,860	-0.3%	\$549,659	\$538,068
YTD Enplanements		213,382	211,559	1,823	206,863	3.2%	208,423	205,539
Revenue Per Enplanement:		\$2.42	\$2.46	-\$0.04	\$2.51	-3.6%	\$2.64	\$2.62

Albany International Airport Food & Beverage Sales & Revenues 2016-2019 For the two months ended February 28

Gross Food & Beverage Sales



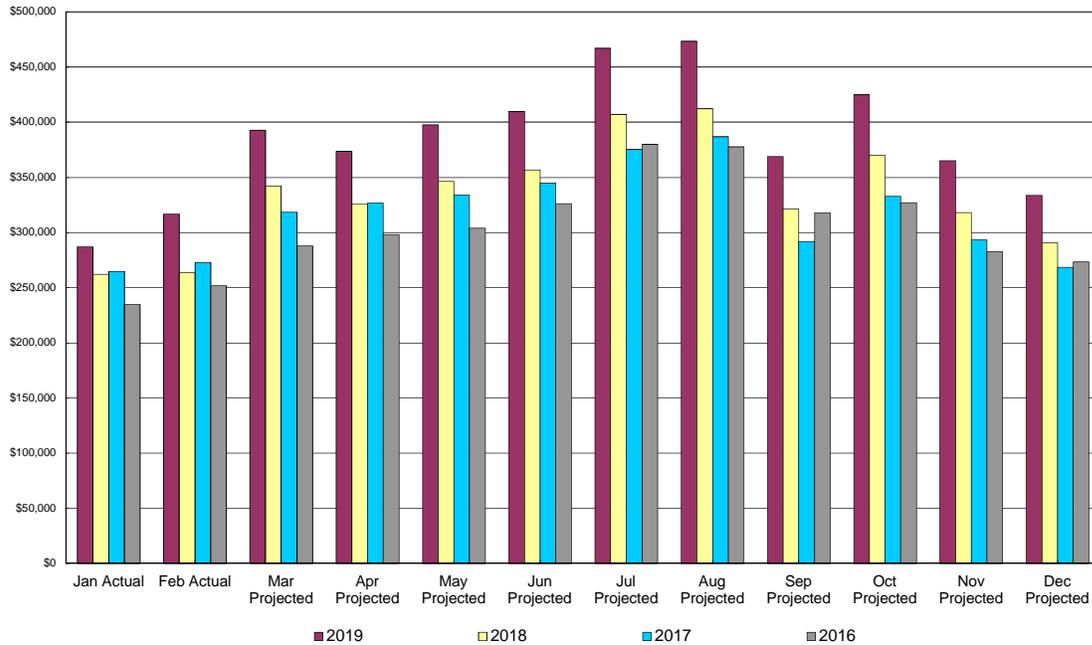
Sales per Enplanement:		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2019	HMS Host	\$4.33	\$4.45											\$4.39
	OHM	\$2.35	\$2.16											\$2.25
	Total 2019	\$6.68	\$6.61	\$0.00	\$6.64									
Sales per Enplanement:		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2018	McDonalds	\$1.11	\$1.10	\$1.33	\$1.23	\$1.21	\$1.21	\$1.23	\$1.25	\$1.23	\$1.08	\$0.93	\$0.94	\$1.11
	HMS Host	\$4.11	\$4.14	\$4.48	\$4.13	\$4.21	\$4.11	\$4.01	\$4.11	\$4.27	\$4.06	\$3.79	\$3.66	\$4.12
	Greenleaf's	\$0.28	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.27
	OHM	\$0.00	\$0.00	\$0.10	\$0.21	\$0.21	\$0.23	\$0.24	\$0.23	\$0.19	\$0.86	\$1.73	\$1.71	\$0.00
	Villa	\$0.44	\$0.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.43
	Total 2018	\$5.94	\$5.90	\$5.91	\$5.57	\$5.63	\$5.55	\$5.48	\$5.59	\$5.69	\$6.00	\$6.45	\$6.30	\$5.92
Sales per Enplanement:		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2017	McDonalds	\$1.06	\$1.05	\$1.00	\$1.01	\$0.96	\$0.97	\$0.95	\$0.97	\$0.94	\$0.91	\$1.01	\$1.04	\$1.06
	HMS Host	\$3.78	\$3.81	\$3.94	\$3.72	\$3.96	\$4.02	\$3.75	\$3.81	\$3.81	\$3.92	\$4.00	\$4.26	\$3.79
	Greenleaf's	\$0.38	\$0.45	\$0.46	\$0.45	\$0.40	\$0.39	\$0.44	\$0.43	\$0.37	\$0.35	\$0.30	\$0.26	\$0.42
	Villa	\$0.47	\$0.51	\$0.47	\$0.49	\$0.48	\$0.47	\$0.54	\$0.54	\$0.46	\$0.45	\$0.41	\$0.44	\$0.49
	Total 2017	\$5.69	\$5.82	\$5.88	\$5.67	\$5.80	\$5.84	\$5.69	\$5.74	\$5.58	\$5.64	\$5.73	\$6.00	\$5.76
Sales per Enplanement:		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2016	McDonalds	\$0.96	\$0.98	\$0.92	\$0.96	\$0.91	\$0.94	\$1.01	\$0.97	\$0.97	\$0.97	\$0.99	\$1.03	\$0.97
	HMS Host	\$3.74	\$3.79	\$3.76	\$3.72	\$3.91	\$4.00	\$4.03	\$3.79	\$3.84	\$3.73	\$3.60	\$3.94	\$3.76
	Greenleaf's	\$0.42	\$0.45	\$0.46	\$0.47	\$0.46	\$0.48	\$0.45	\$0.41	\$0.37	\$0.37	\$0.39	\$0.37	\$0.43
	Villa	\$0.46	\$0.51	\$0.50	\$0.54	\$0.52	\$0.55	\$0.59	\$0.58	\$0.46	\$0.45	\$0.49	\$0.53	\$0.48
	Total 2016	\$5.57	\$5.73	\$5.64	\$5.68	\$5.80	\$5.97	\$6.08	\$5.75	\$5.63	\$5.52	\$5.47	\$5.86	\$5.65

ACAA Food & Beverage Revenues

		2019	2019 Budget	2019 Variance	2018	2019 vs. 2018	2017	2016
January	(Actual)	\$89,647	\$72,615	\$17,032	\$59,517	50.6%	\$57,444	\$54,811
February	(ACTUAL)	88,953	73,143	15,810	59,536	49.4%	57,118	56,890
March	(Actual)	104,704	85,450	19,254	74,351	40.8%	68,502	65,702
April	(Actual)	95,221	77,711	17,510	67,265	41.6%	65,228	65,817
May	(Actual)	101,126	82,531	18,596	70,417	43.6%	67,955	66,960
June	(Actual)	100,117	81,707	18,410	69,137	44.8%	68,162	68,057
July	(Actual)	111,172	90,729	20,443	76,437	45.4%	71,600	76,561
August	(Actual)	113,546	92,667	20,879	81,127	40.0%	75,973	74,763
September	(Actual)	97,704	79,737	17,966	68,439	42.8%	62,093	65,090
October	(Actual)	111,679	91,143	20,536	88,479	26.2%	73,404	68,546
November	(Actual)	111,753	91,203	20,550	98,121	13.9%	68,188	70,403
December	(Actual)	100,692	82,176	18,516	89,705	12.2%	68,271	51,597
Total		1,226,313	\$1,000,812	\$225,501	\$902,530	35.9%	\$803,939	\$785,197
YTD Revenues		\$178,601	\$145,758	\$32,843	\$119,053	50.0%	\$114,562	\$111,701
YTD Enplanements		213,382	211,559	1,823	206,863	3.2%	208,423	205,539
Revenue Per Enplanement:		\$0.84	\$0.69	\$0.15	\$0.58	44.8%	\$0.55	\$0.54

Albany International Airport Retail Sales & Revenues 2016-2019 For the two months ended February 28

Gross Retail Sales



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	YTD
Sales per Enplanement:													
2019	\$2.69	\$2.97											\$2.83
2018	\$2.52	\$2.56	\$2.71	\$2.70	\$2.79	\$2.87	\$2.96	\$2.97	\$2.84	\$2.79	\$2.66	\$2.50	\$2.54
2017	\$2.49	\$2.67	\$2.66	\$2.74	\$2.77	\$2.87	\$2.84	\$2.86	\$2.63	\$2.61	\$2.53	\$2.49	\$2.58
2016	\$2.29	\$2.44	\$2.41	\$2.50	\$2.57	\$2.77	\$2.90	\$2.83	\$2.75	\$2.65	\$2.45	\$2.53	\$2.37

ACAA Retail Revenues

		2019	2019	2018	2019 vs.	2017	2016
		2019	Budget	2018	2018	2017	2016
January	(Actual)	\$67,806	\$66,042	\$62,868	7.9%	\$65,706	\$65,583
February	(ACTUAL)	63,328	55,385	52,723	20.1%	55,583	55,584
March	(Projected)	77,613	71,868	68,414	13.4%	63,695	57,541
April	(Projected)	85,692	79,348	75,535	13.4%	75,478	69,653
May	(Projected)	78,589	72,771	69,274	13.4%	66,785	60,783
June	(Projected)	80,965	74,971	71,368	13.4%	68,968	65,255
July	(Projected)	104,158	96,447	91,812	13.4%	85,180	85,995
August	(Projected)	93,545	86,620	82,457	13.4%	77,344	75,532
September	(Projected)	72,913	67,516	64,271	13.4%	58,406	63,581
October	(Projected)	95,824	88,730	84,466	13.4%	76,689	75,432
November	(Projected)	72,161	66,819	63,608	13.4%	58,637	56,553
December	(Projected)	65,996	61,111	58,174	13.4%	50,063	55,583
Total		\$958,589	\$887,626	\$844,970	13.4%	\$802,534	\$787,075
YTD Revenues		\$131,134	\$121,426	\$9,708	13.4%	\$121,289	\$121,167
YTD Enplanements		213,382	211,559	1,823	3.2%	208,423	205,539
Revenue Per Enplanement:		\$0.61	\$0.57	\$0.04	8.9%	\$0.58	\$0.59

**** UNAUDITED - FOR INTERNAL REVIEW****



AvPort Airport Operations

Albany County Airport Authority
Summary of AvPorts Expenses

	2018	February 2019			Variance %	February 2018 Actual	2019 Actual/ & Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD			
EXPENSES BY CATEGORY							
Personal Services	\$ 7,805,707	\$ 1,258,590	\$ 1,135,925	\$ 122,665	9.75%	\$ 1,124,108	-1.05%
Employee Benefits	3,694,377	638,582	588,670	49,913	7.82%	572,654	-2.80%
Utilities & Communications	2,019,051	528,855	458,499	70,356	13.30%	573,513	20.05%
Purchased Services							
Insurance	269,656	103,732	128,041	(24,309)	-23.43%	101,149	-26.59%
Public Safety	309,107	39,636	50,607	(10,971)	100.00%	38,820	-30.36%
Albany County Sheriffs	2,731,859	455,310	455,310	0	0.00%	437,943	-3.97%
Parking Valet Service	350,000	54,726	57,653	(2,927)	-5.35%	57,293	-0.63%
Employee Shuttle	25,000	0	15,000	(15,000)	0.00%	0	100.00%
Janitorial	479,141	79,857	87,280	(7,423)	-9.30%	76,487	-14.11%
Public Communications	518,420	71,516	69,709	1,807	2.53%	67,957	-2.58%
Special Studies	34,200	5,700	2,992	2,708	47.51%	11,800	74.64%
Professional Services	498,000	83,000	78,130	4,870	5.87%	68,333	-14.34%
Total Purchased Services	5,215,383	893,476	944,722	(51,245)	-5.74%	859,783	-9.88%
Material & Supplies							
Airfield	914,500	256,922	200,944	55,979	21.79%	288,772	30.41%
Buildings	2,020,884	332,703	323,894	8,809	2.65%	307,297	-5.40%
Grounds	874,185	165,438	314,602	(149,164)	-90.16%	142,649	-120.54%
Vehicles	652,900	122,810	89,180	33,630	27.38%	94,145	5.27%
Total Material & Supplies	4,462,469	877,873	928,620	(50,746)	-5.78%	832,863	-11.50%
Office Administration	212,248	32,414	22,193	10,221	31.53%	19,806	-12.05%
Administration	601,950	107,547	93,928	13,620	12.66%	96,814	2.98%
Total Expenses	\$ 24,011,185	\$ 4,337,337	\$ 4,172,557	\$ 164,784	3.80%	\$ 4,079,541	-2.28%

DEPARTMENT SUMMARY (DIRECT & INDIRECT)

Direct Cost Centers							
Airfield	\$ 3,408,313	\$ 704,031	\$ 634,816	\$ 69,215	9.83%	\$ 691,502	8.20%
Terminal	5,575,507	1,031,362	1,011,107	20,255	1.96%	937,756	-7.82%
Loading Bridges	311,452	50,730	39,414	11,315	22.30%	40,714	3.19%
Parking	4,725,138	812,282	828,701	(16,419)	-2.02%	718,464	-15.34%
Landside	1,271,568	262,357	293,146	(30,789)	-11.74%	327,565	10.51%
Total Direct Cost Centers	15,291,978	2,860,762	2,807,184	53,577	1.87%	2,716,001	-3.36%
Indirect Cost Center							
ARFF	2,144,562	353,391	300,409	52,982	14.99%	316,152	4.98%
Operations	1,005,988	164,556	159,541	5,015	3.05%	162,227	1.66%
Security	3,152,170	523,502	508,327	15,175	2.90%	505,192	-0.62%
Vehicles & Equipment	1,505,340	290,561	263,079	27,482	9.46%	248,114	-6.03%
Airport Mgmt Administration	911,147	144,567	134,015	10,552	7.30%	131,854	-1.64%
Total Indirect Cost Centers	8,719,207	1,476,577	1,365,371	111,206	7.53%	1,363,539	-0.13%
Total Expenses	\$ 24,011,185	\$ 4,337,339	\$ 4,172,555	\$ 164,783	3.80%	\$ 4,079,540	-2.28%

ALBANY COUNTY AIRPORT AUTHORITY
Detail of AvPorts Departments
For the Two Months Ending Thursday, February 28, 2019

		Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
EXPENSES								
Personal Services								
11000	Salaries	\$7,088,746	\$545,288	\$489,695	\$55,593	\$1,090,576	\$925,249	\$165,328
12010	Overtime 1.5	678,976	78,876	97,129	(18,254)	155,394	192,979	(37,586)
12020	Overtime 2.0	37,985	8,090	3,016	5,074	12,620	17,697	(5,077)
	Total Personal Services	7,805,707	632,254	589,841	42,414	1,258,590	1,135,925	122,665
Employee Benefits								
21000	Social Security	563,085	45,277	43,819	1,458	90,502	84,010	6,491
22000	Health Insurance	2,173,435	181,120	172,307	8,812	362,239	344,778	17,461
24000	Medical Exams	21,600	1,800	2,364	(564)	3,600	2,936	664
25000	Uniforms & Laundry	46,700	3,892	3,510	382	7,783	8,590	(807)
25005	Uniform Purchases	32,600	2,387	548	1,839	4,755	1,221	3,534
26010	Disability Insurance	135,481	11,290	11,525	(235)	22,580	28,152	(5,572)
26020	Unemployment Insurance	52,123	13,822	11,766	2,055	37,558	32,314	5,244
26030	Workers Compensation	506,275	42,190	29,841	12,349	84,379	59,681	24,698
29001	Airport & FBO 401K	163,078	12,923	14,020	(1,097)	25,186	26,987	(1,800)
	Total Employee Benefits	3,694,377	314,699	289,701	24,999	638,582	588,670	49,913
Utilities & Communications								
31000	Electric	1,456,250	197,380	150,554	46,826	337,100	287,931	49,169
33000	Natural Gas	273,500	46,255	30,586	15,669	84,230	77,175	7,055
34000	Sewer	92,400	0	0	0	92,400	79,331	13,069
35000	Water	106,150	0	0	0	0	286	(286)
36010	Telephone Charges-Local	13,870	1,156	1,135	21	2,312	2,256	56
36011	Tele Chg-Long Dist	675	56	26	30	112	64	49
36012	Telephone - Sheriff	4,200	350	332	18	700	668	32
36017	Payphones-Annual & Mo Serv	21,271	1,773	1,021	752	3,545	2,042	1,503
36018	Payphones-Monthly Usage	300	25	21	4	50	45	5
36020	Telephone Repairs	5,000	417	0	417	833	2,478	(1,645)
36030	Telephone-Cellular	42,000	3,500	3,726	(226)	7,000	6,066	934
36060	Cable Television	3,435	286	158	128	573	158	414
	Total Utilities & Communications	2,019,051	251,197	187,559	63,639	528,855	458,499	70,356
PURCHASED SERVICES								
Insurance								
42010	Airport Liability Insurance	5,750	479	485	(6)	958	964	(6)
42020	Automotive Insurance	68,378	5,615	6,333	(718)	29,073	32,730	(3,657)
42060	Property Insurance	180,028	15,559	18,507	(2,948)	71,117	94,347	(23,229)
42095	Insurance Claims	15,500	1,292	0	1,292	2,583	0	2,583
	Total Insurance	269,656	22,945	25,325	(2,381)	103,732	128,041	(24,309)
Public Safety								
44000	Public Safety	2,731,859	227,655	227,655	0	455,310	455,310	0
44005	Outside Security Services	298,107	14,251	21,977	(7,726)	37,802	49,137	(11,335)
44010	Armored Car Service	11,000	917	736	181	1,833	1,469	364
44020	Parking Valet Service	350,000	28,261	24,741	3,520	54,726	57,653	(2,927)
44030	Employee Shuttle Service	25,000	0	15,000	(15,000)	0	15,000	(15,000)
	Total Public Safety	3,415,966	271,084	290,109	(19,025)	549,671	578,570	(28,898)
Janitorial								
45000	Janitorial Services	413,081	34,423	38,802	(4,379)	68,847	75,068	(6,221)

ALBANY COUNTY AIRPORT AUTHORITY
Detail of AvPorts Departments
For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
45010 Refuse Removal Services	66,060	5,505	5,530	(25)	11,010	12,213	(1,203)
Total Janitorial	479,141	39,928	44,333	(4,404)	79,857	87,280	(7,423)
Public Communications							
46012 Artistic Exhibits	100,817	6,003	2,322	3,681	12,457	13,341	(885)
46013 Museum Shop	266,471	18,146	17,818	327	33,871	31,180	2,691
46020 Passenger Information Booth	151,132	12,594	12,594	0	25,189	25,188	1
Total Public Communications	518,420	36,743	32,734	4,009	71,516	69,709	1,807
Studies							
47000 Special Studies	22,000	1,833	0	1,833	3,667	0	3,667
47010 GIS Services	12,200	1,017	2,992	(1,975)	2,033	2,992	(959)
Total Studies	34,200	2,850	2,992	(142)	5,700	2,992	2,708
Professional Services							
49010 Architectural	40,000	3,333	0	3,333	6,667	(7)	6,673
49020 Engineering Services	33,000	2,750	8,553	(5,803)	5,500	8,553	(3,053)
49040 Professional Management	425,000	35,417	35,417	0	70,833	69,583	1,250
Total Professional Services	498,000	41,500	43,970	(2,470)	83,000	78,130	4,870
Total Purchased Services	5,215,383	415,050	439,463	(24,414)	893,476	944,722	(51,245)

MATERIALS & SUPPLIES

Airfield

51010 Fencing	10,000	444	451	(7)	3,044	684	2,360
51011 Airfield Lighting	100,000	29,213	1,224	27,989	37,471	6,632	30,840
51014 Pavement Repairs	10,000	833	83	750	1,667	83	1,584
51015 Apron Maintenance	50,000	0	18	(18)	0	18	(18)
51016 Runway Painting	40,000	0	0	0	1,255	0	1,255
51017 Airfield Shop Supplies	25,000	2,083	261	1,822	4,167	1,603	2,564
51019 Snow Removal Supplies	250,000	100,061	68,800	31,261	139,019	137,850	1,168
51020 Rubber Removal	35,000	6,701	0	6,701	6,701	0	6,701
51030 EMS Supplies	12,000	1,000	0	1,000	2,000	0	2,000
51031 ARFF Supplies	25,000	2,083	120	1,963	4,167	1,466	2,701
51032 Hazardous Material Supplies	6,000	500	0	500	1,000	0	1,000
51033 Foam	24,000	2,000	0	2,000	4,000	0	4,000
51052 Wastewater Conveyance	7,500	0	0	0	0	0	0
51053 Electric	95,000	15,801	12,616	3,184	30,413	18,061	12,352
51054 Sewer District Charges	5,000	0	0	0	5,000	0	5,000
51055 Water District Charges	20,000	1,510	6,095	(4,585)	3,437	13,752	(10,315)
51057 System Maint & Repairs	200,000	12,116	21,450	(9,335)	13,583	20,794	(7,212)
Total Airfield	914,500	174,345	111,119	63,226	256,922	200,944	55,979

Buildings

52010 Alarm & PA Systems	107,995	9,000	2,395	6,604	17,999	6,495	11,504
52012 Card Access Control	55,000	4,583	6,345	(1,761)	9,167	13,349	(4,182)
52013 CTV Repair	35,000	2,917	5,176	(2,259)	5,833	9,679	(3,845)
52014 Key Access System	25,000	2,083	670	1,413	4,167	(1,058)	5,225
52020 Baggage System	20,000	1,667	77,297	(75,630)	3,333	77,299	(73,966)
52031 Electrical Repairs & Supplies	209,000	17,417	6,868	10,549	34,833	17,022	17,811
52032 Elevator Repairs & Supplies	120,000	10,000	0	10,000	20,000	1,289	18,711
52033 HVAC	211,000	17,583	23,213	(5,630)	35,167	27,290	7,876

ALBANY COUNTY AIRPORT AUTHORITY
Detail of AvPorts Departments
For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
52034 Roof	28,000	2,333	1,340	993	4,667	1,340	3,327
52035 Plumbing Repairs & Supplies	66,000	5,500	11,314	(5,814)	11,000	18,392	(7,392)
52036 Automatic Door Repairs	9,000	750	0	750	1,500	0	1,500
52037 Pest Control	16,640	1,387	3,411	(2,024)	2,773	4,239	(1,465)
Building Maintenance Contract							
52038 Services	0	0	7,542	(7,542)	0	7,542	(7,542)
52040 Fire Equipment Services	6,000	500	0	500	1,000	0	1,000
52041 Fire Equipment Testing	3,800	317	0	317	633	89	544
52050 US Customs	25,000	26	281	(254)	56	305	(249)
52051 Control Tower	300,000	25,000	25,072	(72)	50,000	46,832	3,168
52060 Building Maintenance	437,500	36,458	55,883	(19,424)	72,917	68,222	4,695
52062 Janitorial Supplies	153,500	12,792	9,153	3,638	25,583	21,279	4,304
52063 Window Washing	64,907	5,409	67	5,342	10,818	67	10,751
52071 ID Tags	27,000	2,250	2,767	(517)	4,500	2,767	1,733
52080 Sign Expense	4,000	333	298	36	667	706	(39)
52090 Flight Information Displays	96,542	8,045	0	8,045	16,090	750	15,340
Total Buildings	2,020,884	166,350	239,091	(72,741)	332,703	323,894	8,809
Grounds							
53010 Landscaping	19,200	0	0	0	0	0	0
53020 Fencing	1,500	125	0	125	250	14,264	(14,014)
53030 Pavement Repairs	120,000	0	15,656	(15,656)	0	15,656	(15,656)
53035 Utility Repairs	500	42	0	42	83	0	83
53040 Sign Expense	15,000	1,250	674	576	2,500	674	1,826
53041 Traffic Light Repairs	2,000	167	0	167	333	0	333
53045 Catch Basin Maintenance	3,000	250	0	250	500	0	500
53048 Snow Removal Supplies	70,000	0	0	0	1,461	0	1,461
53050 Snow Removal Services	265,600	77,172	43,391	33,781	97,413	223,792	(126,379)
53051 NYS Police Hangar Maint	125,000	10,417	7,368	3,048	20,833	23,223	(2,389)
53060 Dump Fees - Landfill	9,150	763	0	763	1,525	759	766
53070 Hazardous Waste Mgmt	12,300	1,025	0	1,025	2,050	0	2,050
53071 Wildlife Hazard Management	38,000	3,167	1,130	2,037	6,333	15,474	(9,141)
53078 Liquid Waste Disposal	30,000	2,500	0	2,500	5,000	0	5,000
53085 Land Lease	22,935	1,911	1,286	625	3,823	2,573	1,250
53090 T-Hangar Facility Maintenance	140,000	11,667	11,577	89	23,333	18,187	5,146
Total Grounds	874,185	110,454	81,082	29,371	165,438	314,602	(149,164)
Vehicles							
54010 Gasoline	67,000	7,648	5,587	2,062	11,169	8,194	2,976
54011 Diesel Fuel	137,000	20,224	23,742	(3,518)	42,649	41,588	1,061
54012 Oil / Grease	28,000	2,333	192	2,142	4,667	377	4,290
54015 CNG Fuel	23,000	2,113	(1,580)	3,693	4,197	3,715	482
54013 Vehicle / Equipment Tires	43,000	3,583	2,194	1,390	7,167	3,332	3,835
54021 Vehicle Repair & Maintenance	62,000	5,167	3,385	1,782	10,333	7,016	3,318
54022 Vehicle Communication Equip	7,000	583	0	583	1,167	0	1,167
54023 Sheriff Vehicle Repair & Maint	100	8	0	8	17	0	17
54030 General Equip Repair & Maint	70,800	5,900	2,266	3,634	11,800	5,786	6,014
54040 Heavy Equipment Maint	60,000	7,432	2,324	5,108	7,873	5,481	2,392
54045 ARFF Vehicle Repair & Maint	20,000	1,667	647	1,020	3,333	2,493	840
54050 Snow Equip Repair & Maint	80,000	7,245	759	6,487	11,692	2,680	9,012
54060 Mower Repair & Maintenance	15,000	71	0	71	80	1,824	(1,745)
54070 Vehicle Shop Tools & Supplies	40,000	3,333	3,600	(267)	6,667	6,694	(28)
Total Vehicles	652,900	67,309	43,116	24,194	122,810	89,180	33,630

ALBANY COUNTY AIRPORT AUTHORITY
Detail of AvPorts Departments
For the Two Months Ending Thursday, February 28, 2019

	<u>Total Annual Budget</u>	<u>This Month Budget</u>	<u>This Month Actual</u>	<u>Var this Mo To Budget</u>	<u>Year to Date Budget</u>	<u>Year to Date Actual</u>	<u>Var this Yr to Budget</u>
Total Material & Supplies	4,462,469	518,458	474,408	44,051	877,873	928,620	(50,746)
Office							
55010 Office Equipment Rental	5,794	483	232	251	966	426	540
55011 Copy Machine Use	25	2	0	2	4	0	4
55012 Office Equipment Serv Agrmnt	3,292	187	149	38	523	336	188
55013 Office Equipment Repairs	700	58	0	58	117	0	117
55014 Computer System Supplies	31,850	2,654	2,914	(260)	5,308	2,997	2,311
55015 Hardware/Software Maint	82,637	6,886	9,069	(2,183)	13,773	9,069	4,704
55016 Computer Equipment	13,500	1,125	2,008	(883)	2,250	2,008	242
55020 Office Furniture & Fixtures	6,750	563	0	563	1,125	0	1,125
55030 Printed Forms / Letterhead	3,200	267	0	267	533	0	533
55031 Parking Ticket Stock	16,000	1,333	0	1,333	2,667	5,647	(2,980)
55032 Printing Outside Services	100	8	0	8	17	0	17
55041 Express Mail	600	50	14	36	100	55	45
55050 Reference Materials	700	58	0	58	117	0	117
55060 Office Supplies	13,100	1,092	783	309	2,183	1,655	528
55070 Payroll Services	34,000	2,731	0	2,731	2,731	0	2,731
Total Office	212,248	17,497	15,168	2,329	32,414	22,193	10,221
Administration							
66000 Dues & Subscriptions	8,850	539	0	539	7,635	1,578	6,057
66002 A.A.A.E. Memberships	1,100	0	275	(275)	0	275	(275)
66010 AvPorts/MA Training & Travel	70,600	4,283	6,624	(2,341)	7,958	7,521	437
66030 Advertising - Public Meetings	2,000	167	0	167	333	0	333
66031 Economic Development	10,000	833	0	833	1,667	0	1,667
66040 License & Permits	2,400	0	0	0	0	0	0
66050 Property Taxes	37,000	0	0	0	18,500	11,224	7,276
66060 Credit Card Service Charges	350,000	28,161	29,203	(1,042)	52,352	55,977	(3,625)
66061 EZ Pass Fees	120,000	8,919	8,415	504	19,103	17,354	1,750
Total Administration	601,950	42,903	44,517	(1,614)	107,547	93,928	13,620
Total Expenses	24,011,186	2,192,059	2,040,656	151,403	4,337,339	4,172,556	164,783
83000 Non Capital Equipment	432,090	36,008	0	36,008	72,015	18,128	53,887
Total Exp & Non Cap Equip.	<u>24,443,276</u>	<u>2,228,067</u>	<u>2,040,656</u>	<u>187,410</u>	<u>4,409,354</u>	<u>4,190,685</u>	<u>218,669</u>

Albany International Airport
Employee Count 2019

	Budget	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	Variance
	2019	Jan 31, 19	Feb 28, 19	Mar 31, 19	Apr 30, 19	May 31, 19	Jun 30, 19	Jul 31, 19	Aug 31, 19	Sep 30, 19	Oct 31, 19	Nov 30, 19	Dec 31, 19	Budget vs. Feb 28, 19
AIRPORT MANAGEMENT - AVPORTS:														
Airfield														
Maintenance Manager	1.00	1.00	1.00											0.00
Deputy Maintenance Manager	1.00	1.00	1.00											0.00
Airport Maintenance Supervisor	1.00	1.00	1.00											0.00
Airport Maintenance Lead-Airfield	2.00	2.00	2.00											0.00
Electrician	2.00	2.00	2.00											0.00
Airport Maintenance Tech-Electrical	1.00	1.00	1.00											0.00
Airport Maintenance Lead-Grounds	1.00	1.00	1.00											0.00
Airport Maint Tech Lead-Glycol	1.00	1.00	1.00											0.00
Airport Maint Tech -Chief Glycol	0.00	1.00	1.00											1.00
Airport Maint Tech-Glycol	4.00	1.00	1.00											-3.00
Airport Maint Tech Airfield	12.00	9.00	10.00											-2.00
Secretary	0.50	0.50	0.50											0.00
Terminal														
Facilities Manager	1.00	1.00	1.00											0.00
Facilities Coordinator	0.50	0.50	0.50											0.00
Facilities Maint Lead	2.00	2.00	2.00											0.00
Facilities Maint - HVAC	1.00	1.00	1.00											0.00
Facilities Maint Technician	5.00	4.00	5.00											0.00
Custodial Supervisor	1.00	1.00	1.00											0.00
Custodial Lead	5.00	5.00	5.00											0.00
Custodial Worker	18.00	18.00	18.00											0.00
Floor Care Technician	1.00	1.00	1.00											0.00
Airport Custodial Technician	1.00	1.00	1.00											0.00
Artistic Exhibits	0.50	0.50	0.50											0.00
Museum Shop	5.50	3.50	3.50											-2.00
Loading Bridges														
Facilities Maint Lead-Loading Bridge	2.00	2.00	2.00											0.00
Parking														
Deputy, Commercial Services	1.00	1.00	1.00											0.00
Parking Supervisor	2.00	2.00	2.00											0.00
Lead Cashier	5.00	5.00	5.00											0.00
Cashier, Full Time	14.00	14.00	13.00											-1.00
Cashier, Part Time - FTE	2.50	0.50	0.00											-2.50
Shuttle Operator Lead	1.00	1.00	1.00											0.00
Shuttle Detailer	1.00	1.00	1.00											0.00
Shuttle Operator, Full Time	12.00	12.00	12.00											0.00
Shuttle Operator, Part Time - FTE	1.00	1.00	1.00											0.00
Lead Parking Maint Tech	1.00	0.00	0.00											-1.00
Parking Assistant	1.00	0.00	0.00											-1.00
Parking Maint Technician	4.00	4.00	4.00											0.00
Security														
Curbside Monitors, Full Time	4.00	2.00	3.00											-1.00
Curbside Monitors, Part Time - FTE	2.50	2.00	2.00											-0.50
Landside														
Tower/Custodial	2.00	2.00	2.00											0.00
Admin Building/Custodial	0.50	0.50	0.50											0.00
ARFF														
Chief/Safety Manager	1.00	1.00	1.00											0.00
Captains/Safety Supervisor	4.00	4.00	4.00											0.00
Firefighters/Safety Officer	16.00	15.00	15.00											-1.00
Operations														
Airport Operations Manager	1.00	1.00	1.00											0.00
Airport Security Supervisor	1.00	1.00	1.00											0.00
Asst Airport Security Supervisor	1.00	1.00	1.00											0.00
Airport Operations Supervisor	5.00	5.00	5.00											0.00
Airport Operations Officer	4.00	4.00	4.00											0.00
Receptionist	1.00	1.00	1.00											0.00
Vehicles & Equipment														
Airport Maint Lead-Vehicle Maint	2.00	2.00	2.00											0.00
Inventory Control Specialist	1.00	1.00	1.00											0.00
Airport Maint Tech-Vehicle Maint	8.00	7.00	8.00											0.00
Administration														
	3.50	3.50	3.50											0.00
Total AvPORTS Positions	173.00	156.50	159.00	0.00	-14.00									

Personnel Services & Benefits

For the two months ended February 28, 2019

	AFCO (AvPorts)		
	Year to Date Budget	Year to Date Actual	Variance
Personnel Services			
Regular - Salaries	\$ 877,545	\$ 796,087	\$ 81,458
Holiday Pay	34,681	50,430	(15,749)
Other Dollars/Funeral/Jury/Retro	77,125	18,843	58,282
Shift Premium	13,723	14,292	(569)
Lead Pay	1,386	932	454
Sick Pay	18,795	22,051	(3,256)
Personal Pay	-	-	-
Vacation Pay	67,321	22,614	44,707
Sub Total	1,090,576	925,249	165,327
Overtime	155,394	192,979	(37,585)
Double Time Pay	12,620	17,697	(5,077)
Total	1,258,590	1,135,925	122,665
Employee Benefits			
Social Security & Medicare	90,502	84,010	6,492
Federal Unemployment Tax	6,094	6,001	93
NYS Unemployment	31,464	26,313	5,151
Workers Compensation	84,379	59,681	24,698
401 (K) Plan Match	25,186	26,987	(1,801)
Health & Dental Insurance	410,412	384,801	25,611
Employee Benefits Deductions	(48,173)	(40,023)	(8,150)
Disability/Life Insurance	22,580	28,152	(5,572)
Total	622,444	575,922	46,522
Total Salaries and Benefits	\$ 1,881,034	\$ 1,711,847	\$ 169,187

Albany International Airport 2019 AvPort's Performance Measurements For the two months ended February 28

Airfield Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Number of vehicle accidents on Airfield over \$1,000	1	1	0	0	0
Airport remained open for all airline operations	100%	100%	100%	100%	100%
Electrical work-orders	727	868	1026	700	175
SPEDES permit sanctions	0	0	0	0	0
Gallons of deicing aircraft storm water fluid collected	13,606,000	18,499,000	17,013,812	25,000,000	7,678,000
water removed (the higher the better)	2.9%	3.3%	4.4%	3.5%	2.7%
Employees with CDL licenses	34	33	33	40	35
Runway incidents	0	0	0	0	1
Notices to Airmen (NOTAMs) for airfield lighting	66	28	37	0	4
Occupational Safety and Health Administration (OSHA) reportable incidents	2	2	2	0	0
Liquid potassium acetate used on runways (avg gallons per snow ice event)	785	2,418	2,419	4,000	3,596
Airfield electric usage (KWH)	636,751	659,988	678,226	675,000	138,251
Overtime/Personnel Services (%)	11.3%	14.0%	13.2%	10.6%	29.1%

Terminal Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
HVAC Equipment in operation	100.0%	100.0%	100.0%	100.0%	100.0%
Work Orders	3,586	3,548	4,228	4,000	718
Survey: cleanliness of the terminal	N/A	N/A	N/A	80%	N/A
Average # of days a work order remains open	2.5	2.5	2.5	2.5	2.8
Plumbing Equipment in operation	100%	100%	100%	100%	100%
Terminal Maintenance direct cost per square foot	\$18.38	\$17.77	\$20.34	\$19.43	\$3.48
Terminal electrical usage (KWH): 79 Building	1,547,262	1,337,120	1,412,191	1,400,000	307,767
Terminal electrical usage (KWH): 98 Building	7,339,716	7,041,849	6,945,277	7,000,000	1,237,207
Overtime/Personnel Services (%)	6.9%	7.6%	8.4%	6.2%	12.3%

Loading Bridge Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Direct Cost per Loading Bridge	\$20,933	\$23,787	\$26,868	\$23,958	\$3,032
Airline Employees trained	2	13	35	10	0
Over-the-Wing (OTW) Loading Bridge total operations	4,278	4,249	4,031	4,200	630
Loading Bridge electrical usage (KWH) (6.1% of 98 building gets allocated)	635,970	635,970	601,792	600,000	107,201
OTW Loading Bridge Maintenance calls (new measurement for 2009)	93	80	93	10	15
OTW Loading Bridge out of service (new measurement for 2009)	19.5%	30.2%	32.3%	0.0%	25.1%
Number of leased loading bridges	14	13	13	13	13
Overtime/Personnel Services (%)	16.8%	16.1%	15.4%	11.2%	18.4%

Parking Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Express parking transactions	327,771	345,998	336,899	350,000	42,613
Cashier parking transactions	322,647	292,572	301,127	300,000	49,667
Cashier parking transaction errors	110	67	53	50	9
Shuttle Bus Survey (new measurement for 2008)	N/A	N/A	80%	85%	N/A
Customer/Vehicle Contact	0	0	0	0	0
OSHA recordable accidents	6	2	2	0	0
Parking electrical usage (KWH)	348,356	348,356	351,034	345,000	76,372
Parking Garage electrical usage (KWH) (23.5% of 98 building gets allocated)	2,450,047	2,450,047	2,318,381	2,500,000	412,988
YTD Loss/Gain	-\$1,080	-\$636	\$165	\$0	-\$500
Overtime/Personnel Services (%)	18.0%	14.8%	16.2%	11.6%	17.7%

Landside Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Number of tenants	53	56	55	56	56
Landside building rental (Sq ft) *	327,108	329,478	428,094	429,165	361,113
Landside land rental (acres)*	34	36	36	36	37
Tenant complaints	0	0	0	0	0

*Includes rented space/land only

ARFF Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Annual Dispatch Calls	536	658	643	650	88
Tour conducted by ARFF	34	21	41	35	1
AED classes conducted	27	22	4	15	1
Fire Extinguishers inspected/serviced	5,711	5,970	5,920	5,800	690
NYS Fire Fighter training (training hours)	504	504	504	504	84
OSHA required fire training (training hours)	156	156	156	156	26
NYS EMT training (training hours)	480	480	480	480	80
FAA ARFF training (training hours)	516	516	516	516	86
Building code inspections	52	45	31	20	2
Overtime/Personnel Services (%)	16.2%	18.6%	15.2%	11.4%	16.3%

Operations Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Work Orders (Facility) Building Maintenance calls	3,698	3,644	4,236	3,500	718
Work Orders (139) aeronautical areas	729	999	1,030	1,000	250
Notice to airmen (NOTAMS)	978	1,471	2,488	1,500	693
Bird Strikes	48	71	28	15	0
Property Damage Reports	147	176	190	140	39
Bodily Injury Reports	248	246	227	200	56
FAA 139 Inspections discrepancies	18	9	7	5	17
Operations' employee accidents	0	0	0	0	0
Operations' property accidents	2	0	1	0	0
Overtime/Personnel Services (%)	13.1%	11.0%	12.3%	8.0%	20.7%

Security Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Security Trainees	686	697	797	700	128
Driver Trainees	408	422	501	400	78
Finger Printing	763	743	934	750	131
Badges Issued	166	186	260	200	64
Revalidations*	656	681	854	900	132
Escort Required Badges Issued	2,840	2,137	3,490	2,500	664
Business Center Security Passes	169	64	199	100	57
Curbside Accidents	0	0	0	0	0
Curbside Security - Overtime/Personnel Services (%)	8.6%	5.4%	5.2%	2.7%	6.0%

*Revalidations of badges are performed every other year

Vehicle Maintenance Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Heavy Equipment (Units)	47	47	45	45	45
Light Vehicles (Units)	34	34	35	36	38
Light Equipment (Units)	233	233	230	230	225
Average age of ARFF Fleet (yrs)	9	8	9	9	8
Average age of Shuttle Buses (yrs)	4	3	4	5	5
Average age of Fuel Trucks (yrs)	12	14	15	16	16
Average age of other large vehicles	17	16	17	18	17
Average age of Pick-ups	15	10	11	8	6
Shuttle Bus (Not less than 6 operational)	7	7	7	8	8
Fuel Truck (Not less than 7 operational)	7	7	7	7	9
Technicians trained	0	24	16	2	10
Overtime/Personnel Services (%)	9.7%	10.2%	9.0%	8.5%	26.3%

AvPort's Administration Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
AvPort's total full time employment equivalents	154.3	159.5	153.8	173.0	159.0
Total AvPort's overtime	12.4%	12.4%	12.2%	9.2%	18.5%
Budgetary needs met	Yes	Yes	Yes	Yes	Yes
Saving/revenue producing ideas	0	0	0	0	0
Total AvPorts Property Damage Reports	16	23	4	1	3
Administration Overtime/Personnel Services (%)	0.0%	0.0%	0.0%	0.0%	0.0%
Employee turnover	15.9%	12.9%	15.4%	13.0%	2.300%

**** UNAUDITED - FOR INTERNAL REVIEW****

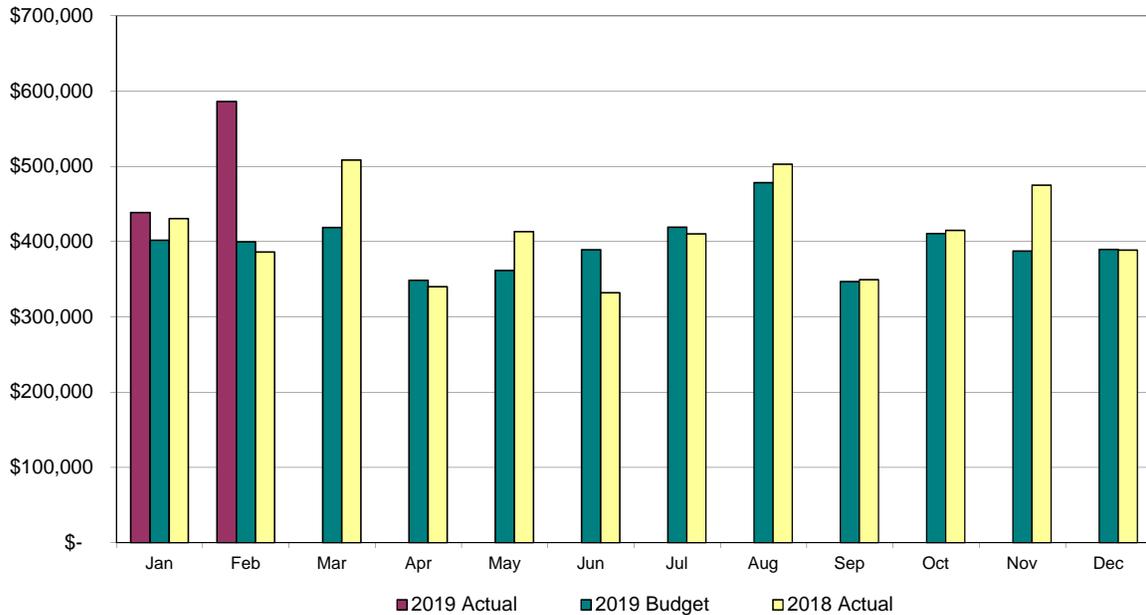


Million Air FBO Operations

Albany County Airport Authority
FBO Operations Summary
For the two months ended February 28, 2019

	Commercial Fueling (60)		GA & Facilities (61)		Administration (69)		TOTAL		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Variance
REVENUES									
Retail Fuel									
Jet A Fuel Sales	\$ -	\$ -	\$ 822,024	\$ 829,199	\$ -	\$ -	\$ 822,024	\$ 829,199	\$ 7,175
AvGas Fuel Sales	-	-	29,697	27,905	-	-	29,697	27,905	(1,792)
Commercial AvGas Fuel Sales	40,538	51,554	-	-	-	-	40,538	51,554	11,016
Auto & Diesel Fuel Sales	94,478	87,567	-	-	-	-	94,478	87,567	(6,911)
Retail Fuel Sales	135,016	139,121	851,721	857,104	-	-	986,737	996,225	9,488
Into Plane Fees	97,362	100,705	-	-	-	-	97,362	100,705	3,343
Fuel Farm Fees	105,854	99,785	-	-	-	-	105,854	99,785	(6,069)
General Aviation Landing Fees	-	-	36,678	33,472	-	-	36,678	33,472	(3,206)
Aircraft Parking Fees	-	-	19,538	20,851	-	-	19,538	20,851	1,313
Deicing Services	606,053	774,043	18,536	45,995	-	-	624,589	820,038	195,449
FBO Properties	-	-	65,948	58,645	-	-	65,948	58,645	(7,303)
FBO Services	-	-	5,442	8,657	-	-	5,442	8,657	3,215
TOTAL REVENUES	\$ 944,285	\$ 1,113,654	\$ 997,863	\$ 1,024,724	\$ -	\$ -	\$ 1,942,148	\$ 2,138,378	\$ 196,230
COST OF SALES ()									
Fuel Costs - Jet A	-	-	480,935	475,356	-	-	480,935	475,356	(5,579)
Fuel Volume Discounts - Jet	-	-	49,755	58,171	-	-	49,755	58,171	8,416
Fuel Costs - AvGas	-	-	22,545	19,663	-	-	22,545	19,663	(2,882)
Fuel Volume Discounts - AvGas	-	-	432	385	-	-	432	385	(47)
Fuel Costs - Commercial AvGas	36,816	45,395	-	-	-	-	36,816	45,395	8,579
Fuel Costs - Auto & Diesel	75,698	65,066	-	-	-	-	75,698	65,066	(10,632)
Fuel Costs	112,514	110,461	553,667	553,575	-	-	666,181	664,036	(2,145)
Deicing Costs - Type I & IV	473,335	449,724	-	-	-	-	473,335	449,724	(23,611)
Catering, Oil & Other	-	-	833	-	-	-	833	-	(833)
Total Cost of Sales	585,849	560,185	554,500	553,575	-	-	1,140,349	1,113,760	(26,589)
Net Operating	\$ 358,436	\$ 553,469	\$ 443,363	\$ 471,149	\$ -	\$ -	\$ 801,799	\$ 1,024,618	\$ 222,819
EXPENSES ()									
Personal Services									
Salaries	\$ 69,959	\$ 59,159	\$ 92,976	\$ 96,005	\$ 33,056	\$ 32,221	\$ 195,991	\$ 187,385	\$ 8,606
Overtime	9,529	9,983	19,116	26,849	-	-	28,645	36,832	(8,187)
Total Personal Services	79,488	69,142	112,092	122,854	33,056	32,221	224,636	224,217	419
Employee Benefits	31,266	24,431	58,484	50,934	16,276	6,211	106,026	81,576	24,450
Utilities & Communications	5,496	3,358	20,260	19,689	558	486	26,314	23,533	2,781
Purchased Services	52,270	43,888	23,876	23,118	75,001	91,004	151,147	158,010	(6,863)
Materials & Supplies									
Buildings	2,117	1,071	11,620	5,140	-	-	13,737	6,211	7,526
Grounds	3,333	5,076	350	-	-	-	3,683	5,076	(1,393)
Vehicles	37,377	34,835	13,837	14,261	-	-	51,214	49,096	2,118
Total Materials & Supplies	42,827	40,982	25,807	19,401	-	-	68,634	60,383	8,251
Office & Administration	-	-	34,936	21,434	7,795	5,095	42,731	26,529	16,202
Non-Capital Equipment	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	211,347	181,801	275,455	257,430	132,686	135,017	619,488	574,248	45,240
FBO Net Direct Cost	\$ 147,089	\$ 371,668	\$ 167,908	\$ 213,719	\$ (132,686)	\$ (135,017)	\$ 182,311	\$ 450,370	\$ 268,059
Allocation of Indirect Cost Centers									
ARFF	10,602	9,012	10,602	9,012	-	-	21,203	18,025	3,179
Operations	8,228	7,977	8,228	7,977	-	-	16,456	15,954	502
Security	5,235	5,083	5,235	5,083	-	-	10,470	10,167	304
Vehicles & Equipment	14,528	13,154	8,717	7,892	-	-	23,245	21,046	2,199
Airport Mgmt Administration	15,946	11,372	19,611	20,891	-	-	35,557	32,263	3,294
FBO Administration	59,504	47,592	73,181	87,426	(132,685)	(135,018)	-	-	-
ACAA Administration	131,140	102,804	161,284	188,853	-	-	292,425	291,657	768
Total Allocation	245,183	196,995	286,859	327,135	(132,685)	(135,018)	399,356	389,112	10,244
FBO Net Results	\$ (98,094)	\$ 174,673	\$ (118,951)	\$ (113,416)	\$ -	\$ -	\$ (217,045)	\$ 61,258	\$ 278,303

Albany International Airport FBO Net Revenue Before Operating and Maintenance Expenses For the two months ended February 28

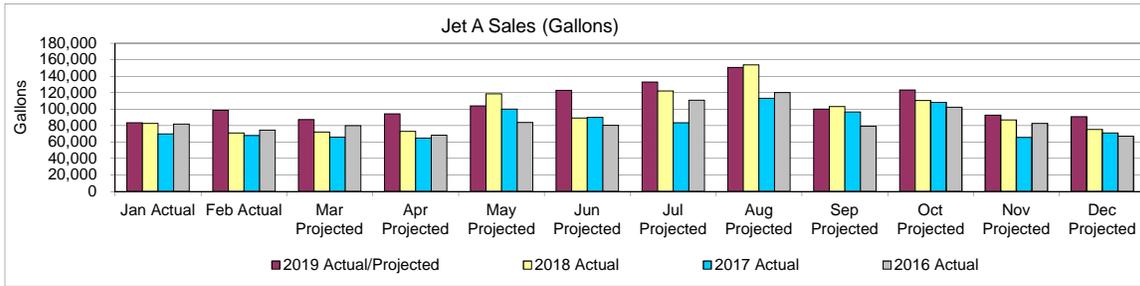


YTD Revenues	2019 Actual			2019 Budget			2018 Actual		
	Gross Revenues	Cost of Sales	Net Revenue	Gross Revenues	Cost of Sales	Net Revenue	Gross Revenues	Cost of Sales	Net Revenue
Jet A Fuel Sales	\$ 829,199	\$ 475,356	\$ 353,843	\$ 822,024	\$ 480,935	\$ 341,089	\$ 704,842	\$ 394,635	\$ 310,207
Fuel Volume Discounts-Jet A	-	58,171	(58,171)	-	49,755	(49,755)	-	47,613	(47,613)
AvGas Fuel Sales-Commercial	51,554	45,395	6,159	40,538	36,816	3,722	59,049	52,919	6,130
AvGas Fuel Sales	27,905	19,663	8,242	29,697	22,545	7,152	29,641	22,766	6,875
Fuel Volume Discounts-AvGas	-	385	(385)	-	432	(432)	-	419	(419)
Auto & Diesel Fuel Sales	87,567	65,066	22,501	94,478	75,698	18,780	93,861	75,244	18,617
Into-Plane Fees	100,705	-	100,705	97,362	-	97,362	102,260	-	102,260
Fuel Farm Fees	99,785	-	99,785	105,854	-	105,854	98,718	-	98,718
Landing Fees	33,472	-	33,472	36,678	-	36,678	33,079	-	33,079
Parking Fees	20,851	-	20,851	19,538	-	19,538	16,301	-	16,301
Deicing	820,039	449,724	370,315	624,589	473,335	151,254	621,360	409,773	211,587
Properties	58,645	-	58,645	65,948	-	65,948	59,593	-	59,593
FBO Services (Catering, etc)	8,657	0	8,657	5,443	833	4,610	1,932	558	1,374
Total	\$ 2,138,379	\$ 1,113,760	\$ 1,024,619	\$ 1,942,149	\$ 1,140,349	\$ 801,800	\$ 1,820,636	\$ 1,003,927	\$ 816,709

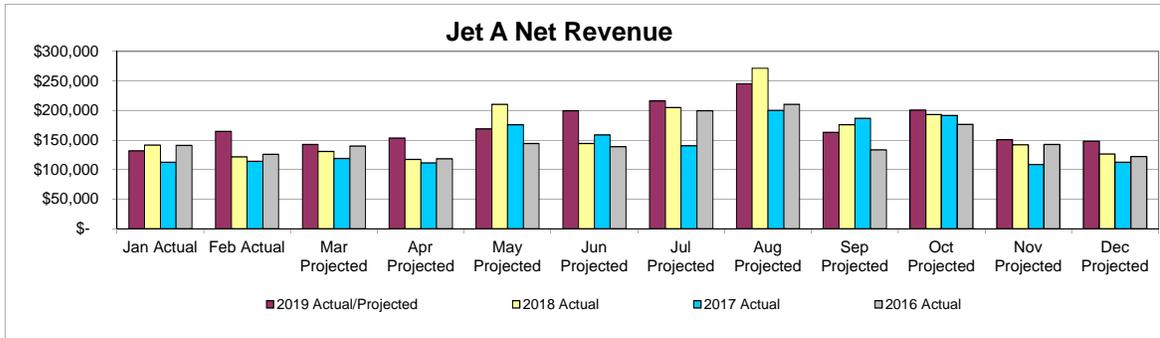
	2019 Actual			2019 Budget			2018 Actual		
	Gross Revenues	Cost of Sales	Net Revenue	Gross Revenues	Cost of Sales	Net Revenue	Gross Revenues	Cost of Sales	Net Revenue
January	\$ 930,877	\$ 492,248	\$ 438,629	\$ 968,749	\$ 566,759	\$ 401,990	\$ 981,904	\$ 551,280	\$ 430,624
February	1,207,502	621,512	585,990	973,400	573,590	399,810	838,732	452,647	386,085
March	-	-	-	880,075	461,376	418,699	1,060,934	552,644	508,290
April	-	-	-	715,370	366,690	348,680	682,197	342,099	340,098
May	-	-	-	722,868	361,190	361,678	843,555	430,353	413,202
June	-	-	-	801,318	412,050	389,268	673,250	341,233	332,017
July	-	-	-	863,799	444,701	419,098	859,036	448,941	410,095
August	-	-	-	980,582	502,274	478,308	1,057,757	555,130	502,627
September	-	-	-	693,298	346,517	346,781	738,734	389,209	349,525
October	-	-	-	864,159	453,603	410,556	857,474	442,605	414,869
November	-	-	-	833,239	445,685	387,554	1,054,884	579,770	475,114
December	-	-	-	949,515	559,811	389,704	778,895	390,318	388,577
Total	\$ 2,138,379	\$ 1,113,760	\$ 1,024,619	\$ 10,246,372	\$ 5,494,246	\$ 4,752,126	\$ 10,427,352	\$ 5,476,229	\$ 4,951,123

YTD \$ 2,138,379 \$ 1,113,760 \$ 1,024,619 \$ 1,942,149 \$ 1,140,349 \$ 801,800 \$ 1,820,636 \$ 1,003,927 \$ 816,709

Albany International Airport FBO Jet A Fuel Sales For the two months ended February 28

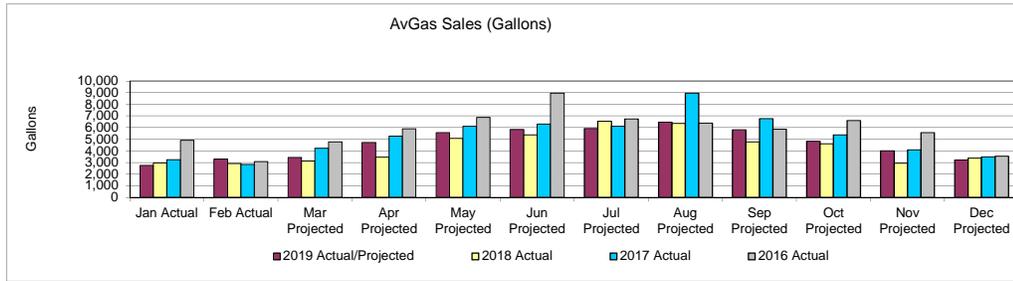


Jet A Gallons		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	83,336	87,543	(4,207)	-4.8%	82,592	0.9%	70,070	81,710
February	(ACTUAL)	98,665	83,002	15,663	18.9%	71,125	38.7%	67,820	74,536
March	(Projected)	87,436	81,932	5,504	6.7%	72,099	21.3%	66,129	79,951
April	(Projected)	94,097	88,173	5,923	6.7%	72,863	29.1%	65,069	68,402
May	(Projected)	103,881	97,342	6,539	6.7%	118,650	-12.4%	99,920	83,850
June	(Projected)	122,692	114,968	7,723	6.7%	89,409	37.2%	89,950	80,224
July	(Projected)	132,826	124,465	8,361	6.7%	122,091	8.8%	83,365	110,860
August	(Projected)	150,684	141,198	9,485	6.7%	153,689	-2.0%	113,131	120,313
September	(Projected)	100,092	93,791	6,301	6.7%	103,321	-3.1%	96,413	79,169
October	(Projected)	123,195	115,440	7,755	6.7%	110,506	11.5%	107,989	102,474
November	(Projected)	92,591	86,762	5,828	6.7%	86,915	6.5%	65,483	82,517
December	(Projected)	90,797	85,081	5,716	6.7%	75,434	20.4%	70,963	67,060
Total		1,280,290	1,199,698	80,592	6.7%	1,158,694	10.5%	996,302	1,031,066
YTD Gallons		182,001	170,544	11,457	6.7%	153,717	18.4%	137,890	156,246

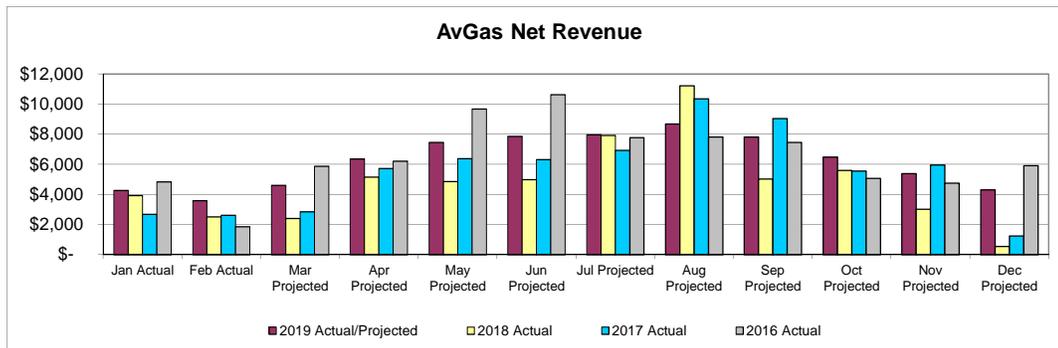


Jet A Net Revenue		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	\$ 131,406	\$ 149,546	\$ (18,140)	-12.1%	\$ 141,143	-6.9%	\$ 112,128	\$ 140,607
February	(ACTUAL)	164,266	141,788	22,478	15.9%	121,451	35.3%	113,822	125,545
March	(Projected)	142,045	139,961	2,084	1.5%	130,403	8.9%	118,397	139,416
April	(Projected)	152,866	150,623	2,243	1.5%	117,160	30.5%	111,173	117,903
May	(Projected)	168,761	166,285	2,476	1.5%	210,246	-19.7%	175,376	143,880
June	(Projected)	199,320	196,396	2,924	1.5%	143,769	38.6%	158,488	138,577
July	(Projected)	215,785	212,619	3,166	1.5%	204,549	5.5%	140,062	199,181
August	(Projected)	244,795	241,203	3,592	1.5%	271,633	-9.9%	199,745	210,063
September	(Projected)	162,605	160,220	2,386	1.5%	175,786	-7.5%	186,356	132,912
October	(Projected)	200,138	197,201	2,936	1.5%	192,929	3.7%	191,217	176,189
November	(Projected)	150,420	148,213	2,207	1.5%	141,572	6.2%	108,259	142,396
December	(Projected)	147,505	145,341	2,164	1.5%	126,192	16.9%	111,976	121,863
Total		\$ 2,079,911	\$ 2,049,396	\$ 30,515	1.5%	\$ 1,976,833	5.2%	\$ 1,726,999	\$ 1,788,532
YTD Net Revenues		\$ 295,672	\$ 291,334	\$ 4,338	1.5%	\$ 262,594	12.6%	\$ 225,950	\$ 266,152

Albany International Airport FBO Av Gas Retail Sales For the two months ended February 28

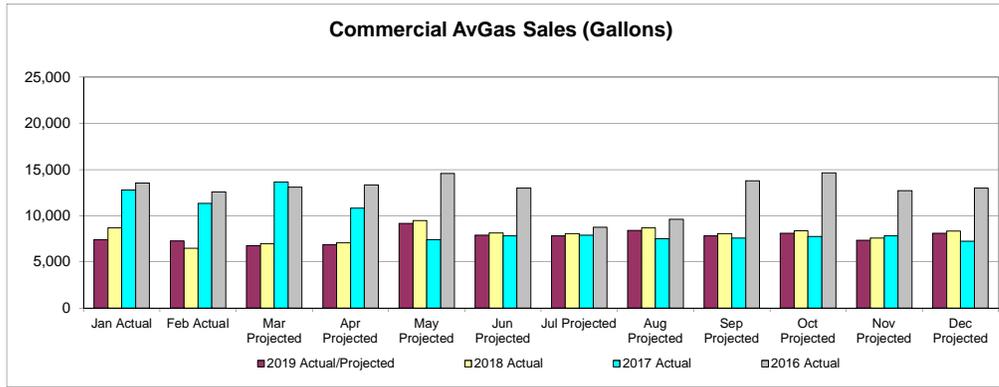


AvGas Gallons		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	2,738	3,016	(278)	-9.2%	2,978	-8.1%	3,248	4,915
February	(ACTUAL)	3,291	2,706	585	21.6%	2,914	12.9%	2,836	3,087
March	(Projected)	3,424	3,250	174	5.4%	3,134	9.3%	4,236	4,773
April	(Projected)	4,723	4,482	240	5.4%	3,471	36.1%	5,261	5,879
May	(Projected)	5,549	5,266	283	5.4%	5,062	9.6%	6,101	6,884
June	(Projected)	5,837	5,539	297	5.4%	5,378	8.5%	6,292	8,954
July	(Projected)	5,929	5,627	302	5.4%	6,547	-9.4%	6,118	6,733
August	(Projected)	6,457	6,128	329	5.4%	6,341	1.8%	8,939	6,380
September	(Projected)	5,813	5,517	296	5.4%	4,772	21.8%	6,751	5,863
October	(Projected)	4,816	4,571	245	5.4%	4,616	4.3%	5,359	6,588
November	(Projected)	4,010	3,805	204	5.4%	2,952	35.8%	4,090	5,563
December	(Projected)	3,208	3,044	163	5.4%	3,369	-4.8%	3,479	3,537
Total		55,794	52,953	2,841	5.4%	51,534	8.3%	62,710	69,156
YTD Gallons		6,029	5,722	307	5.4%	5,892	2.3%	6,084	8,002

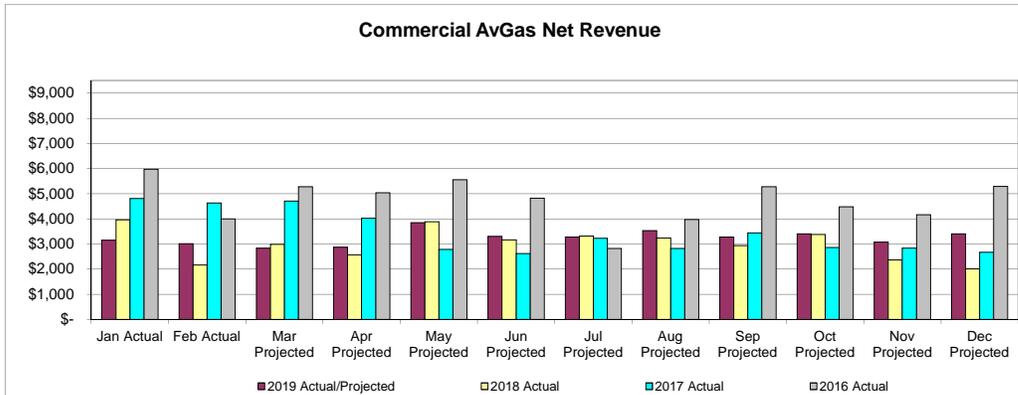


AvGas Net Revenue		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	\$ 4,275	\$ 3,542	\$ 733	20.7%	\$ 3,940	8.5%	\$ 2,687	\$ 4,839
February	(ACTUAL)	3,582	3,178	404	12.7%	2,516	42.4%	2,618	1,857
March	(Projected)	4,606	3,817	790	20.7%	2,405	91.5%	2,843	5,885
April	(Projected)	6,353	5,264	1,089	20.7%	5,159	23.1%	5,721	6,205
May	(Projected)	7,465	6,185	1,280	20.7%	4,869	53.3%	6,373	9,675
June	(Projected)	7,852	6,506	1,346	20.7%	4,982	57.6%	6,322	10,632
July	(Projected)	7,977	6,609	1,368	20.7%	7,935	0.5%	6,925	7,786
August	(Projected)	8,687	7,197	1,489	20.7%	11,213	-22.5%	10,360	7,815
September	(Projected)	7,821	6,480	1,341	20.7%	5,023	55.7%	9,049	7,463
October	(Projected)	6,479	5,368	1,111	20.7%	5,591	15.9%	5,560	5,076
November	(Projected)	5,394	4,469	925	20.7%	3,028	78.1%	5,967	4,755
December	(Projected)	4,315	3,576	740	20.7%	554	679.0%	1,237	5,917
Total		\$ 75,060	\$ 62,191	\$ 12,615	20.3%	\$ 57,215	31.2%	\$ 65,662	\$ 77,905
YTD Net Revenues		\$ 7,857	\$ 6,720	\$ 1,137	16.9%	\$ 6,456	21.7%	\$ 5,305	\$ 6,696

Albany International Airport Commercial Av Gas Retail Sales For the two months ended February 28

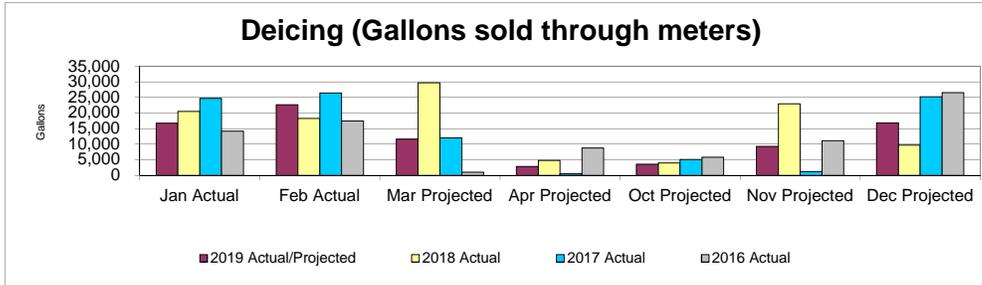


Commercial AvGas Gallons		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	7,400	5,765	1,635	28.4%	8,683	-14.8%	12,793	13,548
February	(ACTUAL)	7,277	4,294	2,983	69.5%	6,467	12.5%	11,347	12,560
March	(Projected)	6,759	4,632	2,127	45.9%	6,977	-3.1%	13,639	13,080
April	(Projected)	6,855	4,698	2,157	45.9%	7,076	-3.1%	10,817	13,340
May	(Projected)	9,165	6,281	2,884	45.9%	9,460	-3.1%	7,402	14,577
June	(Projected)	7,878	5,399	2,479	45.9%	8,132	-3.1%	7,834	13,001
July	(Projected)	7,818	5,358	2,460	45.9%	8,070	-3.1%	7,875	8,754
August	(Projected)	8,418	5,769	2,649	45.9%	8,689	-3.1%	7,506	9,604
September	(Projected)	7,812	5,354	2,458	45.9%	8,064	-3.1%	7,594	13,774
October	(Projected)	8,105	5,555	2,550	45.9%	8,366	-3.1%	7,743	14,650
November	(Projected)	7,333	5,026	2,307	45.9%	7,569	-3.1%	7,820	12,715
December	(Projected)	8,095	5,548	2,547	45.9%	8,356	-3.1%	7,223	12,983
Total		92,915	63,680	29,234	45.9%	95,909	-3.1%	109,593	152,586
YTD Gallons		14,677	10,059	4,618	45.9%	15,150	-3.1%	24,140	26,108

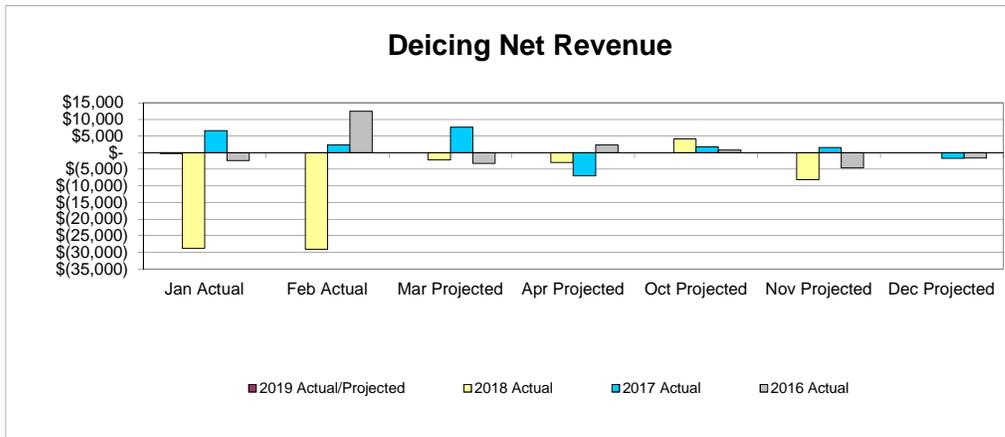


Commercial AvGas Net Revenue		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	\$ 3,154	\$ 2,133	\$ 1,021	47.9%	\$ 3,965	-20.5%	\$ 4,805	\$ 5,974
February	(ACTUAL)	3,005	1,589	1,416	89.1%	2,165	38.8%	4,625	4,003
March	(Projected)	2,836	1,714	1,122	65.5%	2,981	-4.9%	4,706	5,277
April	(Projected)	2,877	1,738	1,138	65.5%	2,564	12.2%	4,016	5,040
May	(Projected)	3,846	2,324	1,522	65.5%	3,889	-1.1%	2,780	5,548
June	(Projected)	3,306	1,998	1,308	65.5%	3,168	4.4%	2,619	4,822
July	(Projected)	3,281	1,983	1,298	65.5%	3,315	-1.0%	3,229	2,817
August	(Projected)	3,532	2,135	1,398	65.5%	3,242	9.0%	2,825	3,970
September	(Projected)	3,278	1,981	1,297	65.5%	2,933	11.8%	3,443	5,271
October	(Projected)	3,401	2,055	1,346	65.5%	3,372	0.9%	2,860	4,476
November	(Projected)	3,077	1,859	1,218	65.5%	2,369	29.9%	2,831	4,165
December	(Projected)	3,397	2,053	1,344	65.5%	2,008	69.2%	2,668	5,293
Total		\$ 38,990	\$ 23,562	\$ 15,429	65.5%	\$ 35,971	8.4%	\$ 41,407	\$ 56,656
YTD Net Revenues		\$ 6,159	\$ 3,722	\$ 2,437	65.5%	\$ 6,130	0.5%	\$ 9,430	\$ 9,977

**Albany International Airport
FBO Deicing Sales Consortium
For the two months ended February 28**

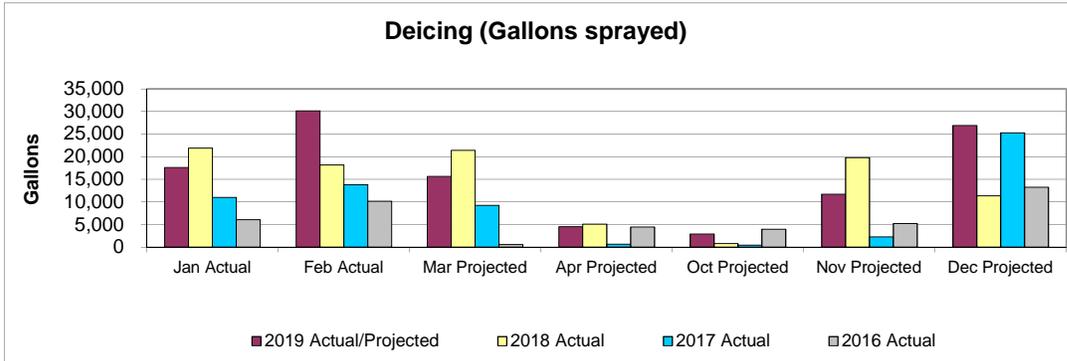


Deicing gallons sold through meters		2019	2019	#	%	2018	2019 vs	2017	2016
		2019	Budget	Variance	Variance	2018	2018	2017	2016
January	(Actual)	16,742	20,776	(4,034)	-19.4%	20,525	-18.4%	24,685	14,145
February	(ACTUAL)	22,642	25,024	(2,382)	-9.5%	18,289	23.8%	26,437	17,437
March	(Projected)	11,604	13,494	(1,890)	-14.0%	29,689	-60.9%	11,991	981
April	(Projected)	2,802	3,259	(456)	-14.0%	4,758	-41.1%	530	8,786
October	(Projected)	3,515	4,088	(573)	-14.0%	3,917	-10.3%	5,049	5,767
November	(Projected)	9,242	10,747	(1,506)	-14.0%	22,905	-59.7%	1,184	11,114
December	(Projected)	16,865	19,613	(2,747)	-14.0%	9,627	75.2%	25,203	26,507
Total		83,412	97,000	(13,588)	-14.0%	109,710	-24.0%	95,079	84,737
YTD Gallons		39,384	45,800	(6,416)	-14.0%	38,814	1.5%	51,122	31,582

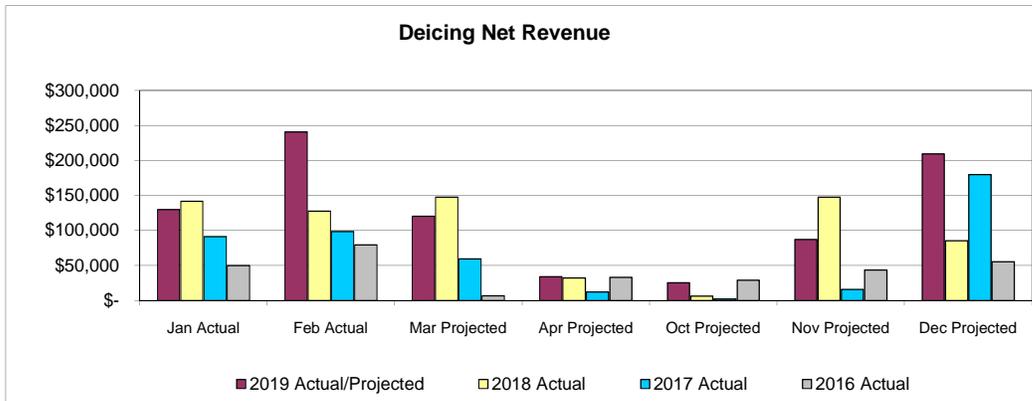


Deicing gallons sold through meters Net Revenue		2019	2019	#	%	2018	2019 vs	2017	2016
		2019	Budget	Variance	Variance	2018	2018	2017	2016
January	(Actual)	\$ (276)	0	\$ (276)	100.0%	\$ (28,775)	-99.0%	\$ 6,670	(2,395)
February	(ACTUAL)	0	0	-	0.0%	(29,046)	-100.0%	2,322	12,514
March	(Projected)	0	0	-	0.0%	(2,171)	-100.0%	7,706	(3,199)
April	(Projected)	0	0	-	0.0%	(2,912)	0.0%	(6,980)	2,292
October	(Projected)	0	0	-	0.0%	4,102	-100.0%	1,749	778
November	(Projected)	0	0	-	0.0%	(8,081)	-100.0%	1,574	(4,603)
December	(Projected)	0	0	-	0.0%	-	#DIV/0!	(1,730)	(1,648)
Total		-276	0	\$ (276)	100.0%	\$ (66,883)	-99.6%	\$ 11,311	\$ 3,739
YTD Net Revenues		\$ (276)	\$ -	\$ (276)	100.0%	\$ (66,883)	-99.5%	\$ 11,311	\$ 3,739

**Albany International Airport
FBO Deicing Sales Sprayed
For the two months ended February**

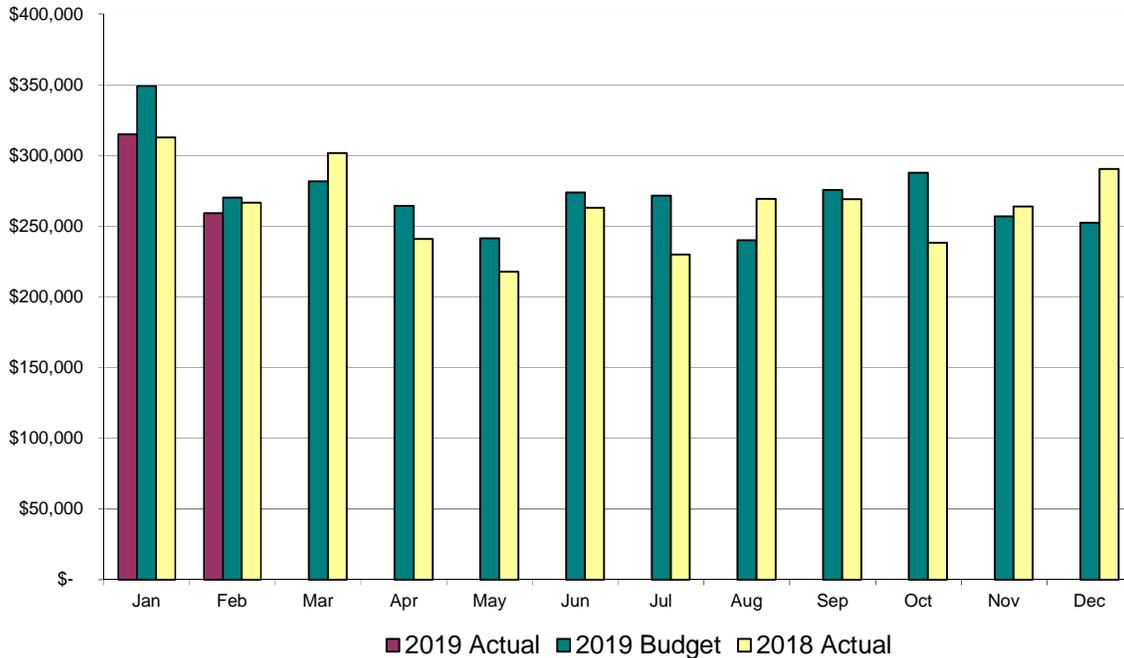


Deicing gallons sprayed		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	17,624	12,057	5,567	46.2%	21,867	-19.4%	10,964	6,053
February	(ACTUAL)	30,117	13,908	16,209	116.5%	18,176	65.7%	13,776	10,149
March	(Projected)	15,649	8,511	7,138	83.9%	21,401	-26.9%	9,246	551
April	(Projected)	4,544	2,471	2,073	83.9%	5,064	-10.3%	675	4,433
October	(Projected)	2,874	1,563	1,311	83.9%	772	272.3%	431	3,928
November	(Projected)	11,686	6,356	5,330	83.9%	19,799	-41.0%	2,231	5,209
December	(Projected)	26,907	14,634	12,273	83.9%	11,339	137.3%	25,237	13,260
Total		109,400	59,500	49,900	83.9%	98,418	11.2%	62,560	43,583
YTD Gallons		47,741	25,965	21,776	83.9%	40,043	19.2%	24,740	16,202



Deicing gallons sprayed Net Revenue		2019	2019 Budget	# Variance	% Variance	2018	2019 vs 2018	2017	2016
January	(Actual)	\$ 129,840	\$ 69,385	\$ 60,455	87.1%	\$ 141,663	-8.3%	\$ 91,123	\$ 49,782
February	(ACTUAL)	240,751	81,868	158,883	194.1%	127,744	88.5%	98,604	79,410
March	(Projected)	120,350	49,120	71,230	145.0%	147,445	-18.4%	59,441	6,732
April	(Projected)	34,012	13,882	20,130	145.0%	32,128	5.9%	12,121	33,181
October	(Projected)	25,303	10,327	14,976	145.0%	6,556	286.0%	2,237	28,882
November	(Projected)	87,248	35,609	51,638	145.0%	147,769	-41.0%	16,093	43,735
December	(Projected)	209,624	85,556	124,068	145.0%	85,365	145.6%	179,788	55,253
Total		847,127	\$ 345,747	\$ 501,380	145.0%	\$ 688,670	23.0%	\$ 459,407	\$ 296,975
YTD Net Revenues		\$ 370,591	\$ 151,253	\$ 219,338	145.0%	\$ 269,407	37.6%	\$ 189,727	\$ 129,192

Albany International Airport FBO Operating and Maintenance Expenses For the two month ended February 28



YTD Expenses	2019 Actual	2019 Budget	2018 Actual
Personal Services			
Salaries	\$ 187,384	\$ 195,991	\$ 94,396
Overtime	36,832	28,645	19,968
Total Personal Services	<u>224,216</u>	<u>224,636</u>	<u>114,364</u>
Employee Benefits	81,577	106,025	45,154
Utilities & Communications	23,533	26,314	14,738
Purchased Services	158,010	151,147	100,247
Material & Supplies			
Buildings	6,211	13,737	1,923
Grounds	5,076	3,683	1,120
Vehicles	49,095	51,214	17,456
Total Materials & Supplies	<u>60,382</u>	<u>68,634</u>	<u>20,499</u>
Administration	26,531	42,732	17,718
Non-Capital Equipment	-	-	-
Total Expenses	<u>\$ 574,247</u>	<u>\$ 619,487</u>	<u>\$ 312,720</u>

	2019 Actual	2019 Budget	2018 Actual
January	\$ 315,065	\$ 349,105	\$ 312,720
February	259,182	270,382	266,639
March		281,675	301,868
April		264,505	241,095
May		241,383	217,740
June		273,886	263,094
July		271,679	229,965
August		240,138	269,334
September		275,642	269,166
October		287,887	238,330
November		257,095	263,932
December		252,395	290,514
Total	<u>\$ 574,247</u>	<u>\$ 3,265,772</u>	<u>\$ 3,164,397</u>

YTD \$ 574,247 \$ 619,487 \$ 312,720

ALBANY COUNTY AIRPORT AUTHORITY
Detail of FBO/Million Air Departments
For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
EXPENSES							
Personal Services							
11000 Salaries	\$1,273,941	\$97,995	\$97,339	\$657	\$195,991	\$187,384	\$8,607
12010 Overtime 1.5	175,277	13,379	18,678	(5,299)	28,645	36,832	(8,187)
Total Personal Services	1,449,218	111,374	116,016	(4,642)	224,636	224,216	420
Employee Benefits							
21000 Social Security	110,866	8,963	8,605	358	18,310	16,623	1,686
22000 Health Insurance	410,237	34,186	27,026	7,160	68,373	54,204	14,169
24000 Medical Exams	1,500	125	0	125	250	0	250
25000 Uniforms & Laundry	6,650	554	375	179	1,108	774	335
25005 Uniform Purchases	11,500	958	3,147	(2,188)	1,917	3,147	(1,230)
26010 Disability Insurance	3,470	289	0	289	578	0	578
26020 Unemployment Insurance	19,910	4,933	1,773	3,160	13,081	4,293	8,788
29001 Airport & FBO 401K	13,967	1,261	1,316	(55)	2,408	2,536	(128)
Total Employee Benefits	578,100	51,270	42,242	9,028	106,025	81,577	24,449
Utilities & Communications							
31000 Electric	53,000	4,856	4,508	348	10,691	9,387	1,303
33000 Natural Gas	33,000	6,986	6,803	184	14,331	11,847	2,483
35000 Water	1,400	0	0	0	0	0	0
36010 Telephone Charges-Local	550	46	28	18	92	58	33
36011 Tele Chg-Long Dist	650	54	26	28	108	50	58
36033 Wireless	2,414	201	200	1	402	400	2
36035 Radio Communications	400	0	397	(397)	400	397	3
36060 Cable Television	1,740	145	0	145	290	1,393	(1,103)
Total Utilities & Communications	93,154	12,288	11,961	327	26,314	23,533	2,780
PURCHASED SERVICES							
Insurance							
42010 Airport Liability Insurance	120,868	0	0	0	40,501	56,504	(16,004)
42041 Environmental Liability	7,642	0	0	0	7,642	0	7,642
42060 Property Insurance	52,017	1,228	1,461	(233)	43,422	44,467	(1,044)
42095 Insurance Claims	20,000	1,667	0	1,667	3,333	0	3,333
Total Insurance	200,527	2,895	1,461	1,434	94,899	100,971	(6,073)
Janitorial							
45010 Refuse Removal Services	3,000	250	220	30	500	441	59
Total Janitorial	3,000	250	220	30	500	441	59
Public Communications							
46010 Public Relations	42,000	3,500	3,500	0	7,000	7,000	0
Total Public Communications	42,000	3,500	3,500	0	7,000	7,000	0
Professional Services							
49040 Professional Management	280,000	24,087	26,020	(1,933)	48,749	49,599	(850)
Total Professional Services	280,000	24,087	26,020	(1,933)	48,749	49,599	(850)
Total Purchased Services	525,527	30,732	31,201	(469)	151,147	158,010	(6,863)

ALBANY COUNTY AIRPORT AUTHORITY
Detail of FBO/Million Air Departments
For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
MATERIALS & SUPPLIES							
FBO							
51101 Fuel Costs - Jet A	3,383,148	234,064	259,317	(25,253)	480,935	475,356	5,579
51102 Fuel Discounts - Jet A	350,000	24,215	31,238	(7,023)	49,755	58,171	(8,416)
51103 Fuel Costs - AvGas	208,635	10,662	11,706	(1,044)	22,545	19,663	2,882
51104 Fuel Discount - AvGas	4,000	204	219	(15)	432	385	47
51108 Fuel Costs - Comm AvGas	233,069	15,716	23,237	(7,521)	36,816	45,395	(8,578)
51105 Fuel Costs - Auto Gas	78,000	9,514	9,998	(484)	22,665	21,342	1,323
51107 Fuel Costs - Diesel	200,000	22,050	19,748	2,303	53,033	43,724	9,309
51110 Deicing Type I - Sprayed	344,414	80,808	92,154	(11,346)	146,944	153,703	(6,759)
51111 Deicing Type I - Consortium	505,500	134,133	120,936	13,197	241,438	215,680	25,758
51112 Deicing Type IV - Sprayed	44,759	9,739	23,544	(13,805)	22,490	33,854	(11,364)
51113 Deicing Type IV - Consortium	137,720	32,068	29,416	2,652	62,463	46,487	15,976
51120 Catering	1,000	83	0	83	167	0	167
51125 Oil	3,000	250	0	250	500	0	500
51126 TKS	1,000	83	0	83	167	0	167
Total FBO	5,494,246	573,591	621,512	(47,922)	1,140,349	1,113,760	26,589
Buildings							
52010 Alarm & PA Systems	6,200	517	(676)	1,193	1,033	(676)	1,709
52031 Electrical Repairs & Supplies	10,000	833	4,022	(3,188)	1,667	1,490	177
52032 Elevator Repairs & Supplies	5,000	417	0	417	833	0	833
52033 HVAC	10,500	875	7	868	1,750	7	1,743
52034 Roof	5,500	458	0	458	917	0	917
52035 Plumbing Repairs & Supplies	3,500	292	1,330	(1,038)	583	1,330	(746)
52036 Automatic Door Repairs	4,000	333	0	333	667	0	667
52037 Pest Control	744	62	62	0	124	124	0
52060 Building Maintenance	27,000	2,250	2,315	(65)	4,500	2,895	1,605
52062 Janitorial Supplies	5,000	417	128	288	833	1,042	(209)
52063 Window Washing	4,477	373	0	373	746	0	746
52080 Sign Expense	500	42	0	42	83	0	83
Total Buildings	82,421	6,868	7,187	(318)	13,737	6,211	7,526
Grounds							
53010 Landscaping	500	0	0	0	0	0	0
53030 Pavement Repairs	500	0	0	0	0	0	0
53040 Sign Expense	100	8	0	8	17	0	17
53070 Hazardous Waste Mgmt	10,000	833	0	833	1,667	0	1,667
53078 Liquid Waste Disposal	12,000	1,000	3,996	(2,996)	2,000	5,076	(3,076)
Total Grounds	23,100	1,842	3,996	(2,154)	3,683	5,076	(1,392)
Vehicles							
54010 Gasoline	10,000	936	1,502	(566)	2,142	2,889	(747)
54011 Diesel Fuel	64,000	7,756	8,402	(646)	15,812	15,969	(157)
54013 Vehicle / Equipment Tires	10,500	875	729	146	1,750	2,286	(536)
54021 Vehicle Repair & Maintenance	1,500	125	(50)	175	250	54	196
54022 Vehicle Communication Equip	2,000	167	0	167	333	0	333
54030 General Equip Repair & Maint	57,500	4,792	9,457	(4,665)	9,583	9,457	126
54031 Quality Control Testing Equip	15,000	1,250	0	1,250	2,500	0	2,500
54040 Heavy Equipment Maint	125,000	11,558	10,055	1,503	17,759	17,715	44
54070 Vehicle Shop Tools & Supplies	6,500	542	694	(152)	1,083	726	358
Total Vehicles	292,000	28,000	30,789	(2,790)	51,214	49,095	2,118

ALBANY COUNTY AIRPORT AUTHORITY
 Detail of FBO/Million Air Departments
 For the Two Months Ending Thursday, February 28, 2019

	<u>Total Annual Budget</u>	<u>This Month Budget</u>	<u>This Month Actual</u>	<u>Var this Mo To Budget</u>	<u>Year to Date Budget</u>	<u>Year to Date Actual</u>	<u>Var this Yr to Budget</u>
Total Material & Supplies	5,891,767	610,300	663,484	(53,183)	1,208,983	1,174,142	34,841
Office							
55010 Office Equipment Rental	1,912	159	40	119	319	40	278
55012 Office Equipment Serv Agrmnt	600	0	0	0	0	0	0
55013 Office Equipment Repairs	100	8	0	8	17	0	17
55014 Computer System Supplies	6,250	521	0	521	1,042	0	1,042
55015 Hardware/Software Maint	8,390	699	936	(237)	1,398	1,131	267
55016 Computer Equipment	650	54	0	54	108	0	108
55020 Office Furniture & Fixtures	2,000	167	0	167	333	0	333
55030 Printed Forms / Letterhead	1,000	83	0	83	167	0	167
55032 Printing Outside Services	300	25	0	25	50	0	50
55041 Express Mail	250	21	0	21	42	0	42
55060 Office Supplies	5,000	417	370	46	833	1,035	(202)
55070 Payroll Services	18,000	1,056	1,494	(438)	2,653	2,928	(276)
Total Office	44,452	3,211	2,841	370	6,961	5,135	1,826
Administration							
66000 Dues & Subscriptions	17,300	13,993	0	13,993	13,993	0	13,993
66010 AvPorts/MA Training & Travel	11,500	958	0	958	1,917	0	1,917
66013 Function Refreshments	1,000	83	0	83	167	0	167
66015 Incentives	43,000	2,710	3,895	(1,185)	4,729	4,925	(196)
66031 Economic Development	1,000	83	0	83	167	0	167
66060 Credit Card Service Charges	104,000	6,968	9,055	(2,088)	14,798	16,469	(1,672)
Total Administration	177,800	24,796	12,950	11,846	35,770	21,394	14,375
Total Expenses	8,760,018	843,972	880,695	(36,723)	1,759,836	1,688,007	71,829
Total Exp & Non Cap Equip.	<u>8,760,018</u>	<u>843,972</u>	<u>880,695</u>	<u>(36,723)</u>	<u>1,759,836</u>	<u>1,688,007</u>	<u>71,829</u>

Albany International Airport
Employee Count 2019

	Budget	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	As of	Variance
	2019	Jan 31, 19	Feb 28, 19	Mar 31, 19	Apr 30, 19	May 31, 19	Jun 30, 19	Jul 31, 19	Aug 31, 19	Sep 30, 19	Oct 31, 19	Nov 30, 19	Dec 31, 19	Budget vs.
														Feb 28, 19
<u>FBO MANAGEMENT - MILLION AIR:</u>														
Commercial														
Fuel Farm Technician	2.00	2.00	2.00											0.00
Line Service Technician	9.00	8.00	8.00											-1.00
Fuel Farm /Facility Manager	1.00	1.00	1.00											0.00
General Aviation														
Line Service Technician	15.00	16.00	15.00											0.00
Facilities Maintenance	0.00	0.00	0.00											0.00
Customer Service Representative	5.00	5.00	5.00											0.00
Administration														
General Manager	1.00	1.00	1.00											0.00
LSM-GA Trainer	1.00	1.00	1.00											0.00
Operations Supervisors/PM	1.00	1.00	1.00											0.00
Total Million Air Positions	35.00	35.00	34.00	0.00	-1.00									

Personnel Services & Benefits

For the two months ended February 28, 2019

	Million Air		
	Year to Date Budget	Year to Date Actual	Variance
Personnel Services			
Regular - Salaries	\$ 171,474	\$ 170,342	\$ 1,132
Holiday Pay	-	-	-
Other Dollars/Funeral/Jury/Retro	10,564	5,293	5,271
Shift Premium	958	1,208	(250)
Lead Pay	300	384	(84)
Sick Pay	3,246	5,322	(2,076)
Personal Pay	5,032	3,510	1,522
Vacation Pay	4,419	1,325	3,094
Sub Total	195,991	187,384	8,607
Overtime	28,645	36,832	(8,187)
Double Time Pay	-	-	-
Total	224,636	224,216	420
Employee Benefits			
Social Security & Medicare	18,310	16,623	1,687
Federal Unemployment Tax	2,678	1,221	1,457
NYS Unemployment	10,403	3,072	7,331
Workers Compensation	-	-	-
401 (K) Plan Match	2,408	2,536	(128)
Health & Dental Insurance	76,352	61,408	14,944
Employee Benefits Deductions	(7,979)	(7,204)	(775)
Disability/Life Insurance	578	-	578
Total	102,750	77,656	25,094
Total Salaries and Benefits	\$ 327,386	\$ 301,872	\$ 25,514

Albany International Airport 2019 FBO Performance Measurements For the two months ended February 28

Commercial Aviation Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Number of accidents/incidents	5	1	4	0	2
Number of airline delays counted against MA	14	14	36	0	2
Into-plane gallons pumped	18,602,032	19,495,122	21,013,458	20,590,563	3,111,192
Number of Audits performed by Airlines/ Quality Control-Employee Training Records	25	28	31	5	6
Number of non-compliance items reported in Airline Audits	10	9	6	4	1
AvGas fuel sales commercial	152,586	109,593	95,909	63,680	14,677
Deicing gallons pumped	128,320	157,039	208,128	156,500	87,125
Workers' compensation cases	4	0	0	0	0
Employees who have completed Safety Programs	20	55	60	15	4
Quality control audits at the Fuel Farm (less the better)	13	25	17	5	3
Completed monthly training programs	12	12	12	12	2
Monthly survey of airlines	100%	100%	100%	100%	100%
Overtime/Personnel Services (%)	13.3%	14.3%	13.9%	10.7%	14.4%

General Aviation Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
AvGas fuel sales (gallons)	69,156	62,710	51,534	52,953	6,029
Jet A fuel sales (gallons)	1,031,066	996,302	1,158,694	1,199,698	182,001
Number of international flights	517	456	426	500	63
General Aviation Aircraft customer transactions	7,392	6,931	7,479	7,687	919
Number of Aircraft Arrivals	7,349	7,260	7,822	8,000	952
Number of Aircraft fueled	5,958	6,307	5,833	6,000	796
Number of ramp fees collected	2,102	1,743	2,071	2,200	197
Number of landing fees collected	4,147	3,637	3,682	3,800	575
Employees who completed the NATA Safety 1st Program	20	9	21	20	0
Employees who completed all Safety Programs	15	54	79	14	6
Property Accidents	5	0	2	0	0
Quarterly reports from monthly safety meetings	100%	100%	100%	100%	100%
Overtime/Personnel Services (%)	16.4%	17.6%	20.7%	16.6%	21.9%

Million Air's Administrative Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
Million Air's total full time employment equivalents	33	36	32	35.0	34.0
Total Million Air overtime	13.0%	13.9%	15.5%	12.1%	16.4%
Number of marketing events attended	1	2	3	4	0
Number of based tenants	15	18	16	16	17
Employee turnover annum	30%	16%	25%	10%	-3%
Workers' compensation cases	2	3	1	0	0
Number of customers gained (prior year comparison)	6%	-6%	8%	1%	-3%
Overtime/Personnel Services (%)	0.0%	0.0%	0.0%	0.0%	0.0%

***** UNAUDITED - FOR INTERNAL REVIEW *****



Authority Operations

Albany County Airport Authority
Expense Summary

	2018	February 2019				February 2018 Actual	2019 Actual/ Prior Year Variance %
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %		
EXPENSES BY CATEGORY							
Personal Services	\$ 1,976,885	\$ 329,481	\$ 334,896	\$ (5,415)	-1.64%	\$ 323,093	-3.65%
Employee Benefits	1,396,127	236,105	234,508	1,597	0.68%	229,364	-2.24%
Utilities & Communications	92,918	18,515	21,794	(3,279)	-17.71%	26,679	18.31%
Purchased Services							
Accounting & Auditing	61,000	16,980	59,524	(42,544)	-250.55%	16,925	-251.70%
Insurance	337,994	329,607	333,608	(4,001)	-1.21%	329,037	-1.39%
Legal Services	50,000	8,333	2,267	6,067	72.81%	3,343	32.19%
Janitorial	17,063	2,625	2,800	(175)	-6.67%	2,800	0.00%
Public Communications	414,954	69,159	37,847	31,312	45.28%	40,856	7.36%
Special Studies	35,000	5,833	0	5,833	100.00%	1,107	100.00%
Professional Services	101,160	16,860	17,445	(585)	-3.47%	11,214	-55.57%
Total Purchased Services	1,017,171	449,397	453,491	(4,093)	-0.91%	405,282	-11.90%
Material & Supplies							
Buildings	31,263	5,211	2,814	2,397	46.00%	2,146	-31.11%
Grounds	500	0	0	0	0.00%	0	0.00%
Total Material & Supplies	31,763	5,211	2,814	2,397	46.00%	2,146	-31.11%
Office	220,506	38,248	47,972	(9,725)	-25.43%	32,729	-46.57%
Administration	127,020	33,321	28,987	4,334	13.01%	23,671	-22.46%
Total Expenses	\$ 4,862,390	\$ 1,110,278	\$ 1,124,462	\$ (14,184)	-1.28%	\$ 1,042,964	-7.81%

ALBANY COUNTY AIRPORT AUTHORITY
 ACAA
 For the Two Months Ending Thursday, February 28, 2019

	Total Annual Budget	This Month Budget	This Month Actual	Var this Mo To Budget	Year to Date Budget	Year to Date Actual	Var this Yr to Budget
EXPENSES							
Personal Services							
11000 Salaries	\$1,976,885	\$164,740	\$162,086	\$2,655	\$329,481	\$325,189	\$4,292
13000 Temporary Help	0	0	3,922	(3,922)	0	9,708	(9,708)
Total Personal Services	1,976,885	164,740	166,008	(1,268)	329,481	334,896	(5,415)
Employee Benefits							
21000 Social Security	151,803	13,180	12,258	922	26,495	24,594	1,900
22000 Health Insurance	598,427	49,869	43,390	6,479	99,738	96,921	2,817
22105 OPEB	325,000	27,083	27,083	0	54,167	54,167	0
22200 Health-Dental	45,232	3,769	3,424	346	7,539	6,847	691
22300 Health-Vision	6,643	554	516	37	1,107	1,033	74
23000 Health - AFLAC	7,560	630	606	24	1,260	1,167	93
24010 EAP Program	970	0	435	(435)	0	435	(435)
24015 Smoking Cessation Class	1,200	100	0	100	200	0	200
26010 Disability Insurance	644	54	0	54	107	0	107
26020 Unemployment Insurance	3,259	947	675	273	2,928	2,091	837
26030 Workers Compensation	4,812	401	610	(209)	802	3,889	(3,087)
29000 NYS Retirement	250,577	20,881	21,782	(901)	41,763	43,364	(1,601)
Total Employee Benefits	1,396,127	117,468	110,779	6,689	236,105	234,508	1,597
Utilities & Communications							
31000 Electric	23,000	2,871	2,133	738	5,602	2,715	2,886
33000 Natural Gas	5,500	1,142	1,143	0	2,177	2,382	(205)
36010 Telephone Charges-Local	5,500	458	399	59	917	820	96
36011 Tele Chg-Long Dist	1,500	125	179	(54)	250	246	4
36015 Telephones-Monthly Service	15,000	1,250	1,234	16	2,500	2,468	32
36016 Telephones-Monthly Usage	1,500	125	83	42	250	225	25
36020 Telephone Repairs	23,585	1,965	3,202	(1,237)	3,931	10,047	(6,117)
36032 Internet Access	17,100	1,425	1,437	(12)	2,850	2,874	(24)
36060 Cable Television	233	19	16	4	39	16	23
Total Utilities & Communications	92,918	9,381	9,825	(444)	18,515	21,794	(3,279)
PURCHASED SERVICES							
Accounting & Auditing							
41010 Financial Services	55,000	14,346	32,649	(18,303)	16,980	59,524	(42,544)
41020 Rates & Charges	6,000	0	0	0	0	0	0
Total Accounting & Auditing	61,000	14,346	32,649	(18,303)	16,980	59,524	(42,544)
Insurance							
42010 Airport Liability Insurance	227,168	0	18	(18)	227,168	227,186	(18)
42041 Environmental Liability	38,705	0	0	0	38,705	38,705	0
42060 Property Insurance	2,027	166	197	(31)	865	1,006	(141)
42065 Crime Insurance	2,397	0	0	0	2,397	6,577	(4,180)
42090 Fiduciary Insurance	1,272	0	0	0	0	0	0
42070 Public Official Liability	24,519	0	0	0	24,519	25,061	(542)
42080 Cyber Liability	11,906	0	0	0	5,953	5,073	880
42093 Agency Fee	30,000	0	0	0	30,000	30,000	0
Total Insurance	337,994	166	215	(49)	329,607	333,608	(4,001)
Legal							

ALBANY COUNTY AIRPORT AUTHORITY
 ACAA
 For the Two Months Ending Thursday, February 28, 2019

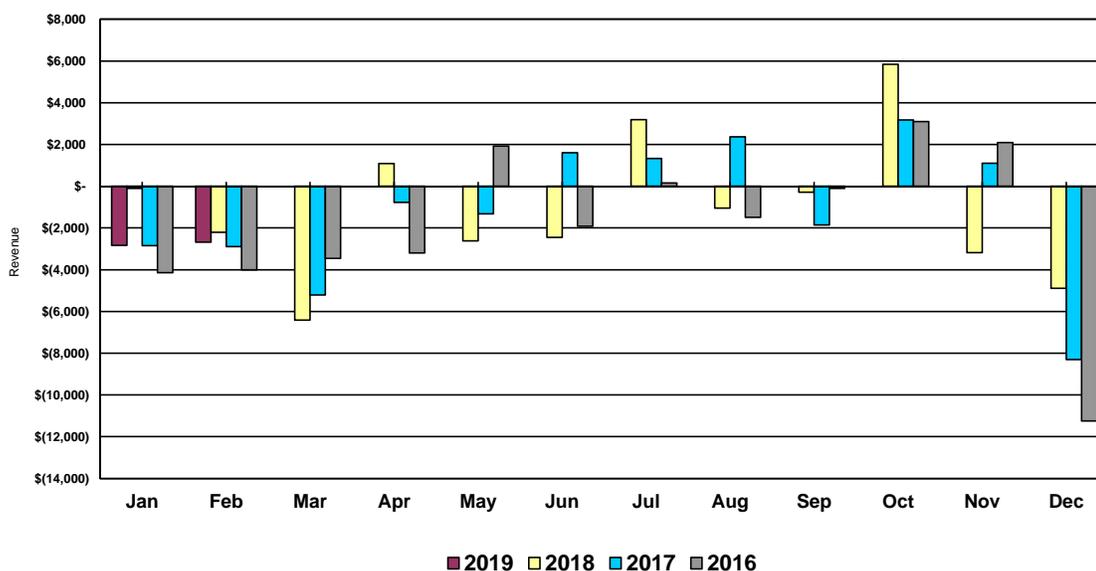
	<u>Total Annual Budget</u>	<u>This Month Budget</u>	<u>This Month Actual</u>	<u>Var this Mo To Budget</u>	<u>Year to Date Budget</u>	<u>Year to Date Actual</u>	<u>Var this Yr to Budget</u>
43000 Legal Services	50,000	4,167	909	3,258	8,333	2,267	6,067
Total Legal	50,000	4,167	909	3,258	8,333	2,267	6,067
Janitorial							
45000 Janitorial Services	17,063	1,313	1,400	(88)	2,625	2,800	(175)
Total Janitorial	17,063	1,313	1,400	(88)	2,625	2,800	(175)
Public Communications							
46010 Public Relations	85,389	7,116	7,530	(414)	14,232	27,752	(13,521)
46015 Advertising	329,565	27,464	3,365	24,099	54,928	10,095	44,833
Total Public Communications	414,954	34,580	10,895	23,685	69,159	37,847	31,312
Studies							
47000 Special Studies	35,000	2,917	0	2,917	5,833	0	5,833
Total Studies	35,000	2,917	0	2,917	5,833	0	5,833
Professional Services							
49005 Appraisal	5,000	417	0	417	833	0	833
49010 Architectural	30,000	2,500	0	2,500	5,000	0	5,000
49015 Consultant	18,000	1,500	7,219	(5,719)	3,000	7,219	(4,219)
49020 Engineering Services	3,000	250	2,700	(2,450)	500	2,700	(2,200)
49060 Code Enforcement	45,160	3,763	3,763	0	7,527	7,527	0
Total Professional Services	101,160	8,430	13,682	(5,252)	16,860	17,445	(585)
Total Purchased Services	1,017,171	65,917	59,750	6,167	449,398	453,492	(4,094)
MATERIALS & SUPPLIES							
Buildings							
52010 Alarm & PA Systems	3,000	250	0	250	500	1,500	(1,000)
52031 Electrical Repairs & Supplies	8,000	667	0	667	1,333	116	1,218
52032 Elevator Repairs & Supplies	3,000	250	0	250	500	0	500
52033 HVAC	1,500	125	0	125	250	0	250
52034 Roof	500	42	0	42	83	0	83
52035 Plumbing Repairs & Supplies	1,500	125	0	125	250	0	250
52036 Automatic Door Repairs	500	42	0	42	83	0	83
52037 Pest Control	1,500	125	0	125	250	0	250
52059 Storage Space Rental	7,500	625	1,198	(573)	1,250	1,198	52
52060 Building Maintenance	3,000	250	0	250	500	0	500
52063 Window Washing	1,263	105	0	105	211	0	211
Total Buildings	31,263	2,605	1,198	1,407	5,211	2,814	2,397
Grounds							
53010 Landscaping	500	0	0	0	0	0	0
Total Grounds	500	0	0	0	0	0	0
Total Material & Supplies	31,763	2,605	1,198	1,407	5,211	2,814	2,397
Office							
55010 Office Equipment Rental	10,133	844	695	149	1,689	1,351	338
55012 Office Equipment Serv Agrmnt	3,297	275	424	(149)	550	562	(12)
55013 Office Equipment Repairs	500	42	0	42	83	0	83
55014 Computer System Supplies	26,500	2,208	2,068	140	4,417	2,753	1,664

ALBANY COUNTY AIRPORT AUTHORITY
 ACAA
 For the Two Months Ending Thursday, February 28, 2019

	<u>Total Annual Budget</u>	<u>This Month Budget</u>	<u>This Month Actual</u>	<u>Var this Mo To Budget</u>	<u>Year to Date Budget</u>	<u>Year to Date Actual</u>	<u>Var this Yr to Budget</u>
55015 Hardware/Software Maint	107,356	9,760	7,093	2,668	18,981	28,178	(9,197)
55016 Computer Equipment	10,720	893	1,130	(237)	1,787	1,130	657
55020 Office Furniture & Fixtures	10,000	833	507	326	1,667	507	1,160
55030 Printed Forms / Letterhead	1,000	83	0	83	167	103	64
55032 Printing Outside Services	20,000	1,667	3,275	(1,608)	3,333	6,799	(3,465)
55040 Postage	8,500	708	1,363	(655)	1,417	2,709	(1,292)
55041 Express Mail	500	42	4	38	83	33	50
55050 Reference Materials	1,000	83	0	83	167	0	167
55060 Office Supplies	15,000	1,250	1,121	129	2,500	2,051	449
55070 Payroll Services	6,000	857	1,383	(526)	1,408	1,797	(389)
Total Office	220,506	19,546	19,062	484	38,248	47,972	(9,725)
Administration							
66000 Dues & Subscriptions	18,000	1,426	1,521	(95)	4,994	2,624	2,370
66001 Airport Membership (ACI)	14,000	0	0	0	14,000	14,217	(217)
66002 A.A.A.E. Memberships	550	275	0	275	275	0	275
66003 G.F.O.A.	800	67	160	(93)	133	780	(647)
66005 NYS Bar Association	670	0	0	0	0	0	0
66006 NY Airport Managers Assoc	5,000	0	0	0	0	0	0
66007 Local Chamber Of Commerce	6,000	233	550	(317)	669	868	(199)
66008 Center For Economic Growth	3,000	0	0	0	0	0	0
66011 Authority Travel & Education	500	42	0	42	83	0	83
66012 Authority Mgmt Travel & Educ	20,000	1,667	70	1,597	3,333	115	3,218
66013 Function Refreshments	20,000	1,667	1,770	(103)	3,333	2,073	1,261
66014 Outside Functions	5,000	417	2,828	(2,411)	833	2,828	(1,995)
66030 Advertising - Public Meetings	20,000	1,667	2,031	(364)	3,333	3,708	(375)
66031 Economic Development	1,000	83	0	83	167	0	167
66060 Credit Card Service Charges	2,500	175	202	(27)	500	608	(108)
66062 Bank & Paying Agent Fees	10,000	833	0	833	1,667	1,166	501
Total Administration	127,020	8,550	9,131	(581)	33,321	28,987	4,334
Total Expenses	4,862,390	388,209	375,754	12,455	1,110,278	1,124,463	(14,185)
Total Exp & Non Cap Equip.	<u>4,862,390</u>	<u>388,209</u>	<u>375,754</u>	<u>12,455</u>	<u>1,110,278</u>	<u>1,124,463</u>	<u>(14,185)</u>

Albany International Airport Departure Revenue and Expenses 2016 - 2019

Departure Operating Results



	2019 Gross Revenues	2019 Direct Expenses	2019 Operating Results	2018 Gross Revenues	2018 Direct Expenses	2018 Operating Results	2017 Operating Results	2016 Operating Results
YTD Revenues								
Museums	\$15,790	\$9,131	\$6,659	\$16,922	\$9,611	\$7,311	\$8,476	\$5,065
Direct Purchase	9,510	2,523	6,987	11,976	1,647	10,330	5,283	5,119
Salaries	0	18,746	(18,746)	0	18,959	(18,959)	(19,393)	(17,955)
Misc Rev/Exp (*)	363	780	(418)	(80)	915	(995)	(112)	(384)
Total	\$25,662	\$31,180	(\$5,517)	\$28,819	\$31,132	(\$2,313)	(\$5,745)	(\$8,156)

(*) Supplies, shipping, parking discounts, credit card expenses

	2019 Gross Revenues	2019 Direct Expenses	2019 Operating Results	2018 Gross Revenues	2018 Direct Expenses	2018 Operating Results	2017 Operating Results	2016 Operating Results
January	\$ 10,529	\$ 13,361	\$ (2,832)	\$ 14,604	\$ 14,713	\$ (109)	\$ (2,845)	\$ (4,146)
February	\$ 15,134	\$ 17,818	(2,685)	14,215	16,419	(2,204)	(2,900)	(4,010)
March	-	-	-	15,175	21,595	(6,420)	(5,204)	(3,459)
April	-	-	-	18,944	17,859	1,085	(769)	(3,193)
May	-	-	-	22,284	24,897	(2,613)	(1,320)	1,929
June	-	-	-	19,899	22,354	(2,455)	1,602	(1,923)
July	-	-	-	22,297	19,108	3,188	1,322	154
August	-	-	-	21,174	22,218	(1,044)	2,359	(1,491)
September	-	-	-	19,849	20,137	(288)	(1,863)	(107)
October	-	-	-	24,362	18,519	5,842	3,178	3,092
November	-	-	-	21,398	24,578	(3,180)	1,093	2,089
December	-	-	-	27,917	32,813	(4,896)	(8,310)	(11,250)
Total	\$25,662	\$ 31,180	(\$5,517)	\$ 242,117	\$ 255,211	(\$13,094)	(\$13,658)	(\$22,315)

YTD \$ 25,662 \$ 31,180 \$ (5,517) \$ 28,819 \$ 31,132 \$ (2,313) \$ (5,745) \$ (8,156)

Albany International Airport Departure Operating Summary For the two months ended February 28

	Total 2019 Budget	This Month		Year to Date		
		Budget	Actual	Budget	Actual	Variance
Revenue						
Museum Shop	\$141,607	9,202.79	\$9,694	\$17,449	\$15,790	(\$1,659)
Direct Buy	113,560	6,410	5,378	12,340	9,510	(2,830)
Shipping	926	94	62	259	97	(162)
Layaway	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Over/(Short)	0	0	0	0	(0)	(0)
Gift Cert. Redeemed/(Sold)	0	0	0	0	266	266
Total Revenues	\$256,092	\$15,707	\$15,134	\$30,048	\$25,662	(\$4,385)
Expenses						
Salaries and Benefits						
Salaries	\$101,593	\$8,037	\$7,234	\$15,175	\$13,454	\$1,721
Benefits	31,574	2,732	2,545	5,443	5,291	151
Total Salaries and Benefits	133,166	10,769	9,779	20,617	18,746	1,872
Museum Shop	80,751	5,395	5,588	10,450	9,131	1,319
Direct Buy	38,213	1,759	2,047	1,818	2,523	(705)
Shipping	610	35	7	99	26	74
Parking	584	43	72	92	180	(88)
Telephone	156	15	12	27	21	6
Travel/Membership/Donations	285	31	0	170	50	120
Equipment/Repairs/Loss/Supplies	3,345	99	314	597	503	94
Credit Card Fees	9,362	0	0	0	0	0
Total Expenses	\$266,471	\$18,146	\$17,818	\$33,871	\$31,180	\$2,691
Net Revenues	(\$10,379)	(\$2,439)	(\$2,685)	(\$3,823)	(\$5,517)	(\$1,695)

Albany International Airport
Employee Count 2019

	Budget 2019	As of Jan 31, 19	As of Feb 28, 19	As of Mar 31, 19	As of Apr 30, 19	As of May 31, 19	As of Jun 30, 19	As of Jul 31, 19	As of Aug 31, 19	As of Sep 30, 19	As of Oct 31, 19	As of Nov 30, 19	As of Dec 31, 19	Variance Budget vs. Feb 28, 19
<u>AUTHORITY</u>														
Administration	23.00	22.00	22.00											-1.00
Total Authority Positions	23.00	22.00	22.00	0.00	-1.00									
Total Airport Positions	231.00	213.50	215.00	0.00	-16.00									

Albany International Airport 2019 ACAA Performance Measurements For the two months ended February 28

ACAA Performance Measurements					
	2016 Final	2017 Final	2018 Final	2019 Budget	2019 YTD Actual
ACAA's total full time employment equivalents	22	22	22	23	22
Community meetings	70	62	86	50	15
Aviation conferences/meetings	29	30	51	30	6
Open Accounts Receivable/Total Operating Revenues	4.2%	4.3%	4.0%	3.0%	4.0%
Open Accounts Payable/Total Operating Expenses	1.9%	1.8%	2.9%	1.6%	2.9%
SPDES Permit	yes	yes	yes	yes	yes
FAA: Part 139 Operation Compliance	yes	yes	yes	yes	yes
Part 77 Airspace Compliance	yes	yes	yes	yes	yes
Part 150 Noise Program	yes	yes	yes	yes	yes
Part 121 Air Cargo Carriers	yes	yes	yes	yes	yes
Update maps & charts of Airport	yes	yes	yes	yes	yes
Landside building rent increase/(decrease) from previous year	8%	2%	1%	10%	15%
T Hangar rent increase/(decrease) from previous year	-3%	1%	4%	-2%	4%
Tie Down rent increase/(decrease) from previous year	-6%	26%	2%	0%	2%
Landside land rent increase/(decrease) from previous year	4%	14%	2%	0%	19%
DBE Participation for construction/engineer contractors	9%	9%	7%	7%	7%
MWBE Participation for construction/engineer contractors	30%	30%	30%	20%	30%
Minority Representation in the Workforce-Concessions					
HMS Host	28%	29%	38%	30%	39%
Paradies	37%	43%	54%	38%	57%
Dunkin Donuts	33%	44%	48%	50%	53%
OHM (New concessionaire as of March 2018)	N/A	N/A	33%	20%	83%
Terminal Survey Results (average, 5 being the highest)	N/A	N/A	4.54	5.0	N/A
Ambassador Program-hours volunteered	15,879	15,827	14,963	15,000	2,178
Ambassador assistance - landside	66,111	120,038	21,750	20,000	4,047
Ambassador assistance - airside	31,768	29,670	27,568	30,000	1,821
Canine assistance-landside (new for 2015)	45,294	93,060	80,333	80,000	13,050
Canine assistance-airside (new for 2015)	6,442	7,024	4,375	5,000	430
Concession revenue increase from previous year	3.7%	7.0%	2.4%	1.3%	15.2%
Business Center Visitors (new for 2017)	1278	2670	3275	3,500	469
Community tours	33	44	30	40	0

**** UNAUDITED - FOR INTERNAL REVIEW****



Investment Schedule

**ALBANY COUNTY AIRPORT AUTHORITY
INVESTMENT SCHEDULE
FEBRUARY 28, 2019**

DEBT SERVICE RESERVE FUNDS:

	SECURITY	DATES		AMOUNT	RATE
		INV.	MAT.		
<u>Series:</u>					
1999 EFC	SLGS *	6/24/2010	10/15/2019	\$ 277,389	3.093%
2010	SLGS	12/31/2018	6/30/2019	\$ 9,512,000	2.540%
2017A	SLGS	12/31/2018	6/30/2019	\$ 704,000	2.540%
2017B	SLGS	12/31/2018	6/30/2019	\$ 556,000	2.540%
2018A	SLGS	12/31/2018	6/30/2019	\$ 962,000	2.540%
2018B	SLGS	12/31/2018	6/30/2019	\$ 513,000	2.540%

* SLGS are State and Local Government Series Securities sold by the U.S. Treasury and offered only to issuers of state and local government tax-exempt debt to assist with compliance of yield restriction or arbitrage rebate provisions of the Internal Revenue Code. Purchasers may only invest Tax-Exempt Bond Proceeds. The Authority makes purchases of SLGS directly from the U.S. Treasury without a broker or dealer and with maturities of generally no more than twelve months.

AGENDA ITEM NO. 5.2

COMPARISON OF ENPLANEMENTS

Comparison of Enplanements 2018 - 2019

	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	TOTAL
Albany International Airport (ALB)													
Current Year	126,052	122,342	126,345	125,618	137,983	139,520	113,139	132,723	119,639	116,482	106,622	106,760	1,473,225
Prior Year	119,677	119,423	120,665	120,316	131,916	135,306	111,208	127,281	115,758	107,862	104,011	102,852	1,416,275
% of Change	5.33%	2.44%	4.71%	4.41%	4.60%	3.11%	1.74%	4.28%	3.35%	7.99%	2.51%	3.80%	4.02%
Bradley International Airport (BDL)													
Current Year	269,481	288,239	284,122	284,975	311,100	312,711	255,985	295,060	285,639	270,790	N/A	N/A	2,858,102
Prior Year	261,870	274,438	282,732	283,061	295,649	296,002	240,489	287,873	264,878	264,878	N/A	N/A	2,751,870
% of Change	2.91%	5.03%	0.49%	0.68%	5.23%	5.64%	6.44%	2.50%	7.84%	2.23%	N/A	N/A	3.86%
Buffalo Niagara International Airport (BUF)													
Current Year	212,421	213,631	237,279	232,716	246,058	244,123	206,248	222,735	201,219	191,142	158,054	153,200	2,518,826
Prior Year	191,121	202,696	208,707	204,662	224,446	226,490	193,870	196,194	189,261	180,112	162,717	158,607	2,338,883
% of Change	11.14%	5.39%	13.69%	13.71%	9.63%	7.79%	6.38%	13.53%	6.32%	6.12%	-2.87%	-3.41%	7.69%
Greater Rochester International Airport (ROC)													
Current Year	107,777	108,161	117,556	112,539	121,371	115,854	100,068	114,121	109,024	100,547	91,034	90,318	1,288,370
Prior Year	96,622	101,950	106,604	104,204	111,621	111,901	95,523	109,805	104,404	99,445	89,012	91,691	1,222,782
% of Change	11.54%	6.09%	10.27%	8.00%	8.73%	3.53%	4.76%	3.93%	4.43%	1.11%	2.27%	-1.50%	5.36%
Plattsburgh International Airport (PBG)													
Current Year	17,305	12,352	6,803	5,832	9,943	9,432	5,020	8,227	9,787	11,404	10,083	15,177	121,365
Prior Year	19,076	16,904	9,262	9,134	13,276	12,255	3,988	6,903	7,568	10,783	9,945	13,711	132,805
% of Change	-9.28%	-26.93%	-26.55%	-36.15%	-25.11%	-23.04%	25.88%	19.18%	29.32%	5.76%	1.39%	10.69%	-8.61%
Stewart International Airport (SWF)													
Current Year	23,893	25,249	30,417	32,325	34,999	38,163	30,074	31,647	28,417	28,589	22,330	N/A	326,101
Prior Year	11,683	12,746	15,054	15,054	27,854	28,311	22,997	25,849	22,562	23,242	19,631	N/A	224,982
% of Change	104.51%	98.09%	102.05%	114.72%	25.65%	34.80%	30.78%	22.43%	25.95%	23.01%	13.75%	N/A	44.95%
Syracuse International Airport (SYR)													
Current Year	91,908	97,947	96,879	96,337	110,919	109,613	94,907	107,426	98,723	94,647	85,812	88,986	1,174,104
Prior Year	85,175	83,486	90,416	85,789	92,969	95,736	83,242	98,274	89,892	85,481	75,835	81,317	1,047,612
% of Change	7.90%	17.32%	7.15%	12.30%	19.31%	14.50%	14.01%	9.31%	9.82%	10.72%	13.16%	9.43%	12.07%
Westchester County Airport (HPN)													
Current Year	62,078	64,854	63,429	63,828	70,569	73,990	58,935	68,356	55,952	66,193	60,594	60,693	769,471
Prior Year	63,943	58,769	64,043	62,919	67,836	66,218	54,319	67,530	61,476	62,600	57,087	56,060	742,800
% of Change	-2.92%	10.35%	-0.96%	1.44%	4.03%	11.74%	8.50%	1.22%	-8.99%	5.74%	6.14%	8.26%	3.59%

N/A - Not Available

AGENDA ITEM NO. 5.3

SUMMARY AIRLINES SCHEDULED

FLIGHTS AND MARKETS

**ALBANY INTERNATIONAL AIRPORT
DAILY DEPARTURES
CHANGES TO BE IMPLEMENTED BY APRIL 10, 2019**

<u>JET SERVICE</u>	<u>Destination</u>	<u># of Flights</u>		<u>Inc/(Dec) in Flights</u>	<u>Daily Seat Changes</u>
		<u>This Month</u>	<u>Last Month</u>		
AMERICAN AIRLINES	Charlotte-Equipment Change	2	2	0	22
AMERICAN EAGLE	Piedmont Philadelphia	6	5	1	50
DELTA AIR LINES	Detroit Wayne County-Equipment Change	1	1	0	16
DELTA CONNECTION	GoJet Detroit Wayne County	3	2	1	69
	SkyWest Detroit Wayne County	0	1	-1	-76
SOUTHWEST	Baltimore-Washington-Equipment Change	5	5	0	32
	Chicago Midway-Equipment Change	2	2	0	32
	Fort Lauderdale/Hollywood-Equipment change	1	1	0	32
	Fort Myers	0	1	-1	-143
	Orlando-Equipment Change	2	2	0	32
UNITED AIRLINES	Chicago O'Hare	2	1	1	150
UNITED EXPRESS	Air Wisconsin Chicago O'Hare	2	1	1	50
	Commutair Washington Dulles	2	3	-1	-50
	Expressjet Chicago O'Hare	0	1	-1	-50
	Mesa Washington Dulles	1	0	1	70
	SkyWest Chicago O'Hare	0	1	-1	-50
TOTAL				0	186

RECAP OF CHANGES BY MARKET

Baltimore	Southwest	32
Charlotte	American	22
Chicago Midway	Southwest	32
Chicago O'Hare	United	100
Detroit Wayne County	Delta	9
Fort Lauderdale/Hollywood	Southwest	32
Fort Myers	Southwest	-143
Orlando	Southwest	32
Philadephia	American	50
Washington Dulles	United	20
TOTAL		186

**ALBANY INTERNATIONAL AIRPORT
AIRLINES ARRIVALS AND DEPARTURES**

As of April 10, 2019

TIME	TOTAL FLIGHTS			CONCOURSE "A"						CONCOURSE "B"						CONCOURSE "C"		DAILY SEATS	
	Arr	Dep	On Ground	Cape Air		Allegiant		United & Expresses		American & Eagle		jetBlue		Delta & Connections		Southwest Arr	Southwest Dep	Arrivals	Departures
05:00 - 05:59		4	13						1				1				1		369
06:00 - 06:59		6	7						1				1				2		643
07:00 - 07:59		5	2						2				1				1		566
08:00 - 08:59	3	1	4	1		1												215	50
09:00 - 09:59	3	7	0		1		1	1	1	1			1	1			1	169	559
10:00 - 10:59	3	1	2	1				1	1						1			202	50
11:00 - 11:59	2	4	0		1				1				1				1	224	277
12:00 - 12:59	5	2	3					1	1	2			1	1		1	1	407	212
13:00 - 13:59	3	5	1						1	1	1		1	1		1	2	343	487
14:00 - 14:59	4	5	0	2	2			1	1	1		1			1			263	288
15:00 - 15:59	2	3	-1						1	1					1		2	225	400
16:00 - 16:59	5		4			1		1	1		1				1			581	
17:00 - 17:59	6	6	4	2		1	1	1	1	1		1	2	1		1	1	414	650
18:00 - 18:59	5	7	2		2		1	2	1	2			1	1		1	1	602	697
19:00 - 19:59	1	2	1						1	1								50	200
20:00 - 20:59	1		2					1										50	
21:00 - 21:59	2		4					1							1			325	
22:00 - 22:59	3		7					1		2								163	
23:00 - 23:59	7		14					1		1			2		3			786	
00:00 - 00:59	3		17							1			1		1			429	
01:00 - 01:59			17																
	58	58								15		2		8		12		5,448	5,448
Overnights	Gates		14							4				3				2	
	Remote		3															3	
	Total		17																
Times	First Departure			9:02		9:42		5:45		5:29		14:29		5:49		5:15			
	Last Departure			18:08		18:53		19:45		19:34		17:11		18:30		18:50			
	Last Arrival			17:42		17:32		23:31		0:08		16:31		0:09		0:45			

AGENDA ITEM NO. 5.4

USDOT ARRIVAL AND DEPARTURE STATISTICS

U.S. DEPARTMENT OF TRANSPORTATION AIR TRAVEL CONSUMER REPORT

	12 MO				9 MO				6 MO				3 MO			
	2018	DEC 18	NOV 18	OCT 18	2018	SEP 18	AUG 18	JUL 18	2018	JUN 18	MAY 18	APR 18	2018	MAR 18	FEB 18	JAN 18
ALBANY ON-TIME (%)																
Arrivals	-	75.2	78.2	84.6	-	83.3	71.8	72.6	-	76.7	78.1	82.0	-	74.4	79.1	77.1
Departures	-	82.2	83.0	87.7	-	89.5	79.4	77.2	-	83.2	83.8	86.3	-	78.1	82.1	78.1
ON-TIME ARRIVALS (%)																
Delta	85.7	89.1	83.3	90.0	85.1	88.3	83.3	83.4	82.6	81.5	85.0	86.4	86.4	87.0	87.9	84.3
Express Jet	76.3	70.3	71.6	75.5	77.5	75.9	74.0	77.2	78.5	78.3	83.0	80.9	76.3	79.1	74.9	74.6
Jetblue	71.0	74.5	71.2	78.8	69.7	77.5	66.7	67.2	69.4	73.8	71.0	67.6	67.9	64.2	74.6	65.8
Southwest	81.1	78.8	81.7	83.5	78.5	85.0	77.9	74.5	78.3	77.7	76.4	77.7	79.3	78.9	77.1	81.8
United	79.7	80.6	77.8	81.9	79.5	82.2	70.8	75.1	78.8	74.1	78.9	83.9	84.4	83.9	84.7	84.7
American	78.4	79.6	80.9	78.8	77.9	78.3	72.5	70.0	78.1	72.4	78.6	83.9	81.9	82.3	80.8	82.5

SUMMARY ALL AIRLINES - DEC - On-time 80.01%; Cancelled 1.20%; Diverted 0.24%; Delays: Air Carrier 5.29%, Weather 0.51%; Aviation System 5.99%; Security 0.05%; Late Arrivals 6.72%

COMPLAINTS/100,000 PASSENGERS (%)

Delta	0.65	0.44	1.11	0.39	0.65	0.50	0.78	0.61	0.65	0.65	0.51	0.55	0.74	0.56	0.79	0.93
Express Jet	0.36	0.50	0.31	0.28	0.36	0.88	0.37	0.36	0.28	0.35	0.00	0.49	0.28	0.54	0.13	0.12
Jetblue	0.99	0.87	0.71	0.92	1.04	0.81	1.61	1.11	0.96	0.35	0.74	0.86	1.10	0.77	1.10	1.49
Southwest	0.36	0.21	0.31	0.27	0.39	0.32	0.43	0.51	0.38	0.41	0.37	0.46	0.34	0.27	0.37	0.38
United	1.28	0.84	1.09	1.08	1.38	1.38	1.51	1.21	1.39	1.19	0.97	1.12	1.74	2.25	1.32	1.51
American	1.38	1.25	1.20	1.56	1.39	1.68	1.65	1.69	1.24	1.57	1.24	1.11	1.16	1.05	1.18	1.28

SUMMARY ALL AIRLINES - DEC - 0.74%; 2018 TWELVE MONTHS - 0.98%

MISHANDLED BAGS/1,000 PASSENGERS (%)

Delta	1.80	1.68	1.75	1.30	1.86	1.39	1.94	1.83	1.93	2.15	1.54	1.53	1.81	1.81	1.72	3.01
Express Jet	4.98	6.06	4.11	3.97	5.2	4.31	5.87	5.46	5.10	6.00	4.58	4.01	4.7	4.7	4.67	6.70
Jetblue	1.75	2.24	1.63	1.45	1.8	1.60	1.97	1.96	1.77	1.76	1.62	1.59	1.8	1.8	1.58	2.30
Southwest	2.81	3.79	2.66	2.50	2.87	2.50	2.90	3.39	2.82	3.03	2.84	2.56	2.65	2.65	2.78	3.11
United	2.51	3.10	2.33	1.96	2.59	2.08	3.15	2.77	2.54	2.77	2.33	1.98	2.42	2.42	2.52	3.31
American	3.77	4.53	3.39	3.34	3.86	3.58	4.34	4.39	3.73	4.42	3.36	3.05	3.33	3.33	3.65	4.62

SUMMARY ALL AIRLINES - DEC - 3.73%; 2018 TWELVE MONTHS - 2.78%

OVERSALES/10,000 PASSENGERS (Denied Boarding= "V" Voluntary, "INV" Involuntary) (%)

	Twelve	V	INV	Nine	V	INV	Six	V	INV	Three	V	INV
	Months			Months			Months			Months		
	Stats			Stats			Stats			Stats		
Delta		5.89	0.00		4.77	0.01		4.86	0.00		7.70	0.00
Express Jet		n/a	n/a		n/a	n/a		9.46	0.05		9.25	0.01
Jetblue		0.66	0.01		0.62	0.01		0.56	0.01		1.06	0.01
Southwest		1.34	0.15		1.61	0.24		1.43	0.09		1.17	0.18
United		3.59	0.01		4.19	0.01		3.32	0.01		3.85	0.01
American		4.58	0.20		3.71	0.11		3.67	0.06		4.97	0.15
ALL AIRLINES		4.49	0.14		4.35	0.13		3.91	0.10		4.75	0.12

COMPLAINTS

	Screening	Processing	Personal
Courtesy	Procedures	Time	Property
845	36	71	521
0.00128%	0.00005%	0.00011%	0.00079%

Animal Incidents

Death	1
Injury	1
Loss	0

AGENDA ITEM NO. 6

Project Development



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

PROJECT STATUS REPORT

April 8, 2019

I. AIRSIDE IMPROVEMENTS

A) Airport Aeronautical Survey and Obstruction Evaluation (Contract No. S-886)

Stantec Engineering has collected all data required by the FAA including flights over the Airport to collect photogrammetry information. All data was compiled, reviewed and will be submitted in accordance with FAA regulations. The Airport Authority and Stantec Engineering are collating the data collected. Final report was submitted to the FAA. Stantec is addressing the FAA's comments.

B) Runway 01-19 and Taxiway A Edge Light Replacement (Contract No. S-912)

George Martin & Son Electric, the contractor, will resume installing new conduits and light bases along Runway 1-19 and Taxiway "A" on April 8, 2019, working at night to allow for runway and taxiway closures. The contractor will also work days installing new wire and edge light assemblies. The contractor was forced to take a shutdown due to winter weather conditions, but will resume as soon as the weather allows. The project is scheduled to be completed June 2019.

C) Terminal Glycol Deicing Collection System Replacement (Contract No. S-906)

The project for the replacement of approximately 1300 ft. of glycol collection trench drains around the B-concourse was awarded to VMJR Companies, the low bidder. The project will replace existing 10" trench drains with 14" trench drains to increase the collection capacity of the system and reduce the amount of icing in the trench during snow removal. The project is being funded by a grant from NYSDOT. The contractor will resume work on April 10, 2019, with two sections out of fourteen left to complete by the end of April 2019.

D) Airport Drainage Culvert Replacement (Contract No. SD-930)

C.T. Male Associates has submitted the 90% design plans for the drainage project based on the Drainage Report done by CHA Companies. C.T. Male Assocs. has made several visits to the airfield gathering hydrologic information. C.T. Male is working on the new culvert design and is working with Albany County and the Town of Colonie for proposed additional roadway crossings for additional drainage pipes.

E) Passenger Boarding Bridges B5, B7, B8 & C3 (Contract S-945)

Oxford Airport Technical Services was the low bidder for both the GC & E portions of this project. Oxford has ordered the new bridges and they are fabricated and ready for shipment. Oxford has scheduled the installation of all 4 new bridges starting in May 6, 2019 with bridge B5.

F) Runway 10-28 and Taxiway C Edge Light Replacement (Contract S-946)

C & S Companies, the firm selected to design the Runway 10-28 Edge Lighting project, has had a survey crew working on the Airfield. Also C & S has provided the FAA with required preliminary documents for this project. C & S has submitted 100% drawings for review, the final revised drawings were submitted in March 2019. This project is scheduled to be put out to bid in May 2019.

G) Resurfacing Metal Roofing on Buildings 112 & 216 (Contract No. 985-GC)

Titan Roofing was the low bidder and the Board approved their contract in the August Board meeting. Titan roofing has completed work removing and replacing the roof on Building #216 and Building #112. All work was completed and inspected by March 29, 2019 and the project is being closed out.

II. LANDSIDE IMPROVEMENTS

A) Million Air Hangar Door Replacement (Contract No. 971-GC)

The existing hangar door system at the Million Air Hangar (building #109) will be removed and a new ASSA Abloy "Mega Door" will be installed. The new door has been designed, ordered and is in fabrication. The delivery date has scheduled for May 13, 2019, with the installation time being 2-3 weeks.

B) New Parking Garage (Contract No. S-989)

Turner Construction was selected as the Construction Managers for this project and CHA Companies design team (including Desman Design) were selected as the designers for the new Parking Garage. The project has been divided into 4 separate contracts to expedite the construction. There is Contract 989-PC which is the

fabrication and erection of the precast garage. Contract 989-SF which is the site and utility relocations, pile driving and concrete pile caps. Contract 989-ES is for the elevators (3 units) two for the Garage and one for the Pedestrian Bridge. Contract 989-GCR which includes the pedestrian bridge to the Terminal, the vehicle bridge to the garage, electrical, communication and plumbing work inside the new Precast structure. Three out of the four Contracts have been bid and work has begun on both 989-PC and 989-SF. Project 989-General Construction was bid with one sole bidder and the bid was rejected. The project is being advertised once again with the elevators being removed from the contract, bids are due on April 16, 2019.

C) Terminal Amenities (Contract No. S-991)

C & S Companies has been working on the design for the project which has been divided into 5 separate contracts. Contract 991-GC is for the new Terminal flooring (terrazzo tile and carpet), soffit lighting, new ceiling in Times Square and various wall finishes. Contract 991-P is for the Toilet rooms rehab and upgrades, the Pet Relief area, the ceiling and lighting in the baggage carousel area, HVAC upgrade at the ticket counters and door refinishing and replacements. Contract 991-R is for the removal of the existing skylight in A Concourse and replacement with a metal roof and photovoltaic panels mounted on top. Contract 991-ES is for the replacement of the escalators in the existing parking garage. Contract 991-W is for all new Wayfinding signs throughout the Terminal and new parking garage to guide people to all the Terminal amenities. The Contract awards for 991-R and 991-ES to be presented to the board later in this meeting.

D) CommutAir Alterations (Contract 1003-GC)

Bergmann Associates made an onsite survey of the interior of the office area in Building 211 that is leased by CommutAir. The tenant asked to increase their aircraft parts storage area within the existing building. Bergmann designed a new parts area which includes demolition of existing walls, construction of new walls, electrical, plumbing and HVAC work. This project will be presented to the Board for award later this meeting.

E) Million Air Hangar Removal (Contract 1010-GC)

Ryan, Biggs, Clark and Davis Engineering worked with ASSA-ABLOY the Mega Door (Contract 971-GC) to develop a set of plans for the removal of the existing hangar door and add some structural members and electrical service in preparation for the ASSA ABLOY installation crew to install the Mega Door. The contractor will provide assistance to the ASSA ABLOY crew as needed. This contract award will be presented to the Board later this meeting.

AGENDA ITEM NO. 7

Counsel

AGENDA ITEM NO. 8

Concessions/Ambassador Program

Canine 2019

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
7380	6100	6513									

YTD – 19,993

Business Center 2019

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
302	167	209									

YTD – 678

AGENDA ITEM NO. 9

Public Affairs



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.flyalbany.com

Public Affairs Report April 8, 2019

FAA

The FAA conducted an Air Safety Seminar on the Observation Level on March 20. Approximately 60 pilots attended the event hosted by the Airport Authority.

Paul Vandenburg Show

Talk 1300 Radio host Paul Vandenburg will broadcast live from the terminal on April 4. Federal Security Director Bart Johnson has been invited to sit in for an interview.



Patriot Flight

We continue to work with the organizers of Patriot Flight, the region’s first program to take WWII veterans to the WWII memorial in Washington DC, to bring its send-off event back to the airport. Patriot Flight had been conducting its send off at Christian Brothers Academy. The early morning send-off celebrations usually draw up to 100 well-wishers. Due to the airport-wide parking crunch, we are developing an early morning parking program to assist Patriot Flight and their guests.



Beverwyck Mens Club

Public Affairs provided an Airport update presentation to the Beverwyck Mens Club on April 1. The event was attended by 25 members of the club.



Empire Deli

A grand open celebration will be held for the Empire Deli on Friday April 5. Members of the Albany Empire football team and the team’s cheer leaders are scheduled to attend the event. The Empire Deli is branded after the Albany Empire arena football team. Team members will be distributing team gifts to airport travelers.



AGENDA ITEM NO. 10

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

AGENDA ITEM NO. 10.1

**Construction Contract: Authorization to Award
Contract 991-ES: Garage Escalator Replacement**

AGENDA ITEM NO: 10.1
MEETING DATE: April 8, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
04-08-2019

DEPARTMENT: *Planning and Engineering*

Contact Person: *Stephen Iachetta, AICP, Airport Planner*

PURPOSE OF REQUEST:

Construction Contract: *Authorization to Award Contract 991-ES:
Garage Escalator Replacement*

CONTRACT AMOUNT: \$775,000

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes ✓ No NA
Funding Account No.: CPN 2250

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 0% State 31.1%* Airport 68.9%*
Term of Funding: 2018-2020
Grant No.: NA; STATE PIN: 1A00.97

- * Percentages will vary based upon total project cost.
- ** May be funded through available bond proceeds.

JUSTIFICATION:

Authorization is requested to award Contract 991-ES for Terminal Amenities Escalator Replacement to qualified low bidder Wainschaf Associates, Inc. of Rensselaer in the amount of \$775,000. The bid follows extensive advertising of the Notice to Bidders. The General Contractor received proposals from multiple escalator manufacturers who attended the pre-bid meeting. Wainschaf Associates was awarded Airport Contract 960-GC in 2018 for replacement of terminal escalators 16-17 and 20-21 under FAA AIP grant 136-18, in progress.

The scope includes but is not limited to removal and replacement of two existing escalators at the circa 2000 Garage Collector Building including electrical and plumbing disconnect and reconnections, sum-pump replacement and protection barriers and final cleaning. The Contract is subject to the Project Labor Agreement between the Greater Capital Region Building and Construction Trades, AFL-CIO and Turner Construction Company (Construction Manager) dated December 18, 2018.

AGENDA ITEM NO: 10.1
MEETING DATE: April 8, 2019

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES J NA _____

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES J NA _____

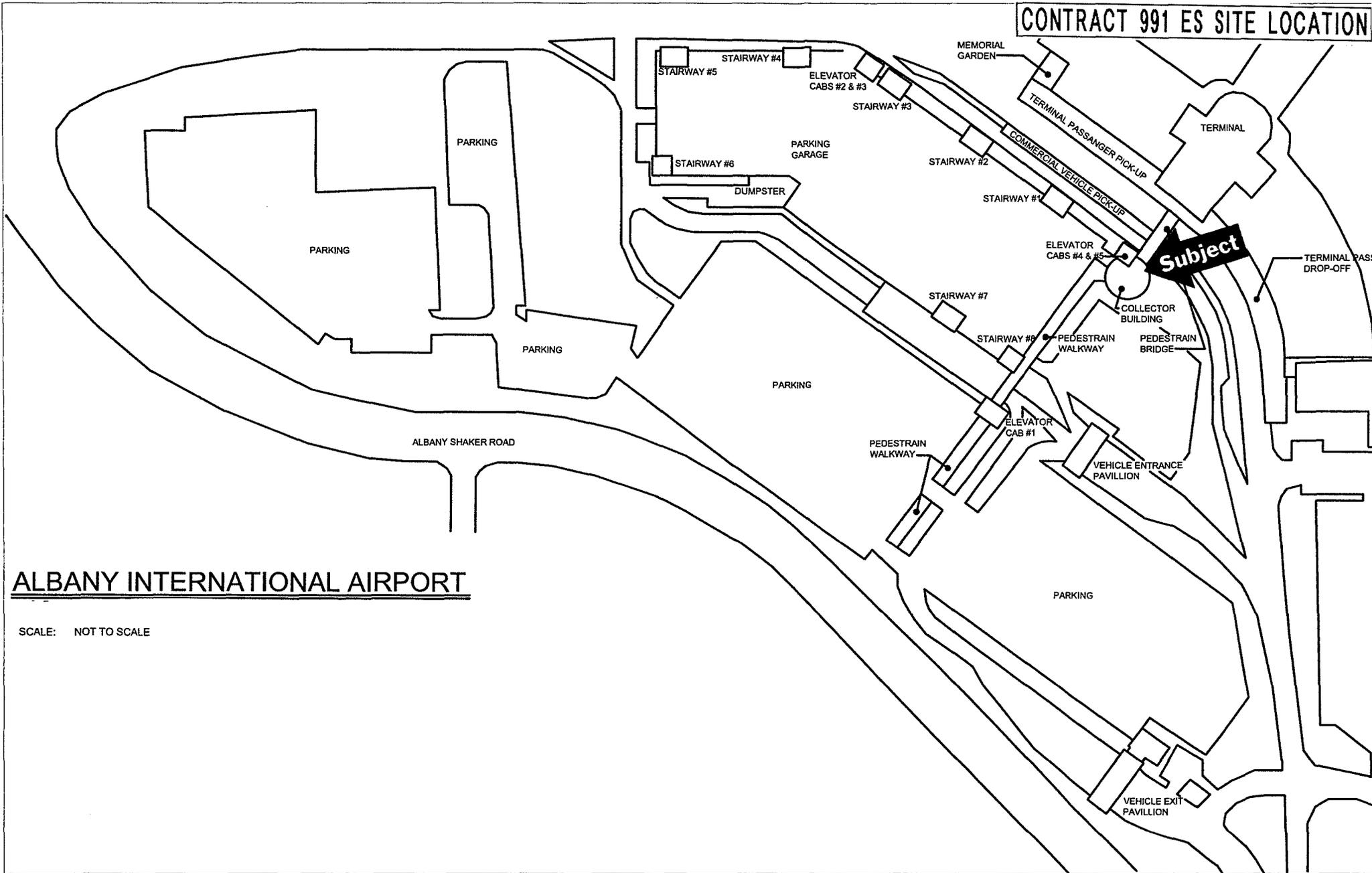
BACK-UP MATERIAL:

Please refer to the Contract 991-ES Advertised Invitation for Bid and Site Location Map and the Certified Bid Table.

ALBANY COUNTY AIRPORT AUTHORITY
INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. 991-ES Terminal Amenities – Garage Escalator Replacement at Albany International Airport**. This project includes, but not limited to, the (1) removal and disposal of existing parking garage escalators, (2) electrical and plumbing disconnect and reconnections, (3) replacement escalators, (4) sump pump replacement, (5) protection barriers/signage and (6) final cleaning. DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on **March 12, 2019**, from Bid Net Direct by visiting www.bidnetdirect.com//albany-county-airport-authority or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE for a non-refundable fee of \$75.00. No bid shall be considered unless the organization making the bid has first obtained a copy of the IFB. In accordance with Article 15A of the Executive Law, this project includes a combined Minority Owned Business Enterprise Participation and Woman Owned Business Enterprise Participation goal of zero percent (0%). In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement Contract by the Authority (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is Bobbi Matthews, Purchasing Agent. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <https://www.ogs.ny.gov/acpl/>. A non-mandatory pre-bid meeting will be held on **March 21, 2019 at 1:00 P.M.** in the Albany County Airport Authority Conference Room, located in the Administration Building, Second Floor at Albany International Airport. Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, ADMINISTRATION BUILDING, ROOM 204, SECOND FLOOR, ALBANY, NEW YORK 12211 available to read at **2:00 P.M. (EST) April 2, 2019**, shall be considered. Bids shall be opened read aloud at such time in the Albany County Airport Authority Conference Room, Administration Building, Second Floor, Room 202, Albany, New York. All interested parties may attend. MWBE / SDVOB RESPONSES ARE ENCOURAGED.

CONTRACT 991 ES SITE LOCATION



ALBANY INTERNATIONAL AIRPORT

SCALE: NOT TO SCALE

CONTRACT #991-ES
Terminal Amenities - Garage Escalator Replacement

Company Name	Wainschaf Associates
Addendum #1	X
Addendum #2	
Addendum #3	
Lump Sum Bid	\$775,000.00
Bid Bond	5%
Board of Directors	X
Non-Collusion	X
Qualification Questionnaire	X
Acknowledgment	X

I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department


 Bobbi Matthews
 Purchasing Agent

Sworn to before me this 2nd day of April 2019.


 Notary Public

JENNIFER A. MUNGER
 Notary Public, State of New York
 No. 01MU6246332
 Qualified in Schenectady County, 9
 Commission Expires Aug. 08, 2019

AGENDA ITEM NO. 10.2

**Construction Contract: Authorization to Award
Construction Contract 1010-GC Million Air Hangar
Door Removal to Sam Greco Construction, Inc.**

AGENDA ITEM NO: 10.2
MEETING DATE: **April 8, 2019**

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

ACAA Approved
contingent upon compliance
with the M/WBE
requirements. In the event
the low bidder cannot fulfill
the requirements of the
M/WBE, the CEO shall be
authorized to award to the
second low bidder, Duncan
& Cahill. - 04/08/2019

DEPARTMENT: *Planning and Engineering*
Contact Person: *John LaClair, P.E., Airport Engineer*

PURPOSE OF REQUEST:
Construction Contract: *Authorization to Award Construction Contract 1010-GC
Million Air Hangar Door Removal to Sam Greco Construction, Inc.*

CONTRACT AMOUNT:
Base Amount \$243,950.00

BUDGET INFORMATION:
Anticipated in Current ALB Capital Plan: Yes ✓ No NA
Funding Account No.: CPN 2272

AWARD CONDITIONS MET:
Apprenticeship Y DBE N/A MWBE Y
Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)
Federal 0%* State 0%* Airport 100%*
Term of Funding: 2018-2020
Grant No.: N/A STATE PIN: N/A

JUSTIFICATION:
Request to award Contract 1010-GC for Million Air Hangar Door Removal to qualified low bidder Sam Greco Construction, Inc. of Troy, NY for \$243,950.00. The contract scope includes removal of the existing three section hangar door from Million Air, making modifications to the structural steel and the electrical system in preparation for the new ASSA ABLOY Mega Door installation. The award of this contract is contingent on compliance with the M/WBE requirements.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:
Recommend approval.

AGENDA ITEM NO: 10.2
MEETING DATE: April 8, 2019

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES NA _____

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES NA _____

BACK-UP MATERIAL:

Please refer to the attached Contract 1010-GC Bid Table and Bid Offering.

CONTRACT #1010-GC
Million Air Hangar Door Removal

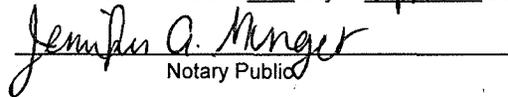
Company Name	Duncan & Cahill	Sam Greco Construction
Lump Sum Bid	\$248,000.00	\$243,950.00
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department


 Bobbi Matthews
 Purchasing Agent

Sworn to before me this 3rd day of April 2019.


 Notary Public

JENNIFER A. MUNGER
 Notary Public, State of New York
 No. 01MU6246332
 Qualified in Schenectady County
 Commission Expires Aug. 08, 2019

ALBANY COUNTY AIRPORT AUTHORITY
INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. 1010-GC Million Air Hangar Door Removal at Albany International Airport**. This project includes the removal of the existing aircraft hangar door, the removal of steel tracks and guides, the infilling and reconfiguring of two existing mullion pockets and the installation of new structural steel members and electrical work to support the installation of a new Mega Door by others. DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on **March 14, 2019**, from Bid Net Direct by visiting www.bidnetdirect.com//albany-county-airport-authority or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE for a non-refundable fee of \$75.00. No bid shall be considered unless the organization making the bid has first obtained a copy of the IFB. In accordance with Article 15A of the Executive Law, this project includes a combined Minority Owned Business Enterprise Participation and Woman Owned Business Enterprise Participation goal of thirty percent (30%). In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement Contract by the Authority (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is Bobbi Matthews, Purchasing Agent. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <https://www.ogs.ny.gov/acpl/> . A non-mandatory pre-bid meeting will be held on **March 26, 2019 at 10:00 A.M.** in the Albany County Airport Authority Conference Room, located in the Administration Building, Second Floor at Albany International Airport. Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, ADMINISTRATION BUILDING, ROOM 204, SECOND FLOOR, ALBANY, NEW YORK 12211 available to read at **2:00 P.M. (EST) April 3, 2019**, shall be considered. Bids shall be opened read aloud at such time in the Albany County Airport Authority Conference Room, Administration Building, Second Floor, Room 202, Albany, New York. All interested parties may attend. MWBE / SDVOB RESPONSES ARE ENCOURAGED.

AGENDA ITEM NO. 10.3

**Construction Contract: Authorization to Award
Construction Contract 991- R Photovoltaic
Panel System Terminal to Kasselmann Electric**

AGENDA ITEM NO: 10.3
MEETING DATE: April 8, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT:

Planning and Engineering

Contact Person:

John LaClair, P.E., Airport Engineer

PURPOSE OF REQUEST:

Construction Contract:

Authorization to Award Construction Contract 991- R Photovoltaic Panel System Terminal to Kasselmann Electric

CONTRACT AMOUNT:

Base Amount \$959,895.00

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes ✓ No NA

Funding Account No.: CPN 2250

AWARD CONDITIONS MET:

Apprenticeship ✓ DBE N/A MWBE ✓

Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 0%* State 31.1%* Airport 68.9%*

Term of Funding: 2019-2020

Grant No.: N/A STATE PIN: N/A

JUSTIFICATION:

Request to award Contract 991-R for Terminal Amenities Photovoltaic Panel System to qualified low bidder Kasselmann Electric of Albany, NY for \$959,895.00. The contract scope includes removal of the existing skylight/ outdated passive solar system in A Concourse. The installation of additional structural steel members, metal roofing, sheetrock, insulation and a new photovoltaic panel array with electrical tie-in to the Terminal electrical system. The award of this contract is contingent on NYSDOT concurrence and compliance with the M/WBE requirements.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

ACAA Approved
04-08-2019
Contingent on NYSDOT
concurrence and
compliance with the
M/WBE requirements.

AGENDA ITEM NO: 10.3
MEETING DATE: April 8, 2019

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES NA _____

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES NA _____

BACK-UP MATERIAL:

Please refer to the attached Contract 991-R Bid Table and Bid Offering.

CONTRACT #991-R
Terminal Amenities - Photovoltaic Panel System

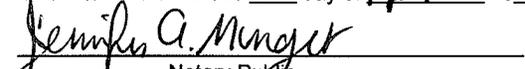
Company Name	Kasselman Electric	VMJR
Addendum #1	X	X
Addendum #2	X	X
Lump Sum Bid	\$959,895.00	\$1,005,000.00
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department


 Bobbi Matthews
 Purchasing Agent

Sworn to before me this 2nd day of April 2019.


 Notary Public

JENNIFER A. MUNGER
 Notary Public, State of New York
 No. 01MU6246332
 Qualified in Schenectady County
 Commission Expires Aug. 08, 2019

ALBANY COUNTY AIRPORT AUTHORITY
INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. 991-R Terminal Amenities – Photovoltaic Panel System** located in the “79 Building at Albany International Airport. The work consists of, but not limited to, the (1) removal of existing skylight panels, (2) metal deck infills, (3) new standing seam roofing system and modifications of existing to accept new roof system, (4) temporary scaffolding and protection, (5) metal faming, gypsum board and painting, (6) photovoltaic panel system and (7) final cleaning. DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on **March 12, 2019**, from Bid Net Direct by visiting www.bidnetdirect.com/albany-county-airport-authority or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE for a non-refundable fee of \$75.00. No bid shall be considered unless the organization making the bid has first obtained a copy of the IFB. In accordance with Article 15A of the Executive Law, this project includes a combined Minority Owned Business Enterprise Participation and Woman Owned Business Enterprise Participation goal of thirty percent (30%). In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement Contract by the Authority (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is Bobbi Matthews, Purchasing Agent. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <https://www.ogs.ny.gov/acpl/>. A non-mandatory pre-bid meeting will be held on **March 21, 2019 at 10:00 A.M.** in the Albany County Airport Authority Conference Room, located in the Administration Building, Second Floor at Albany International Airport. Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, ADMINISTRATION BUILDING, ROOM 204, SECOND FLOOR, ALBANY, NEW YORK 12211 available to read at **2:00 P.M. (EST) April 2, 2019**, shall be considered. Bids shall be opened read aloud at such time in the Albany County Airport Authority Conference Room, Administration Building, Second Floor, Room 202, Albany, New York. All interested parties may attend. MWBE / SDVOB RESPONSES ARE ENCOURAGED.

AGENDA ITEM NO. 10.5

Approve award of Energy Broker Contract to Ameresco, Inc. and Authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods.

AGENDA ITEM NO: 10.5
MEETING DATE: April 8, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
04-08-2019

DEPARTMENT: Finance

Contact Person: William J. O'Reilly, Chief Financial Officer

PURPOSE OF REQUEST:

Approve award of Energy Broker Contract to Ameresco, Inc. and Authorize the CFO to enter into contracts for electric and natural supply for periods up to 24 months that were competitively selected and to also extend the Energy Broker Contract for up to 4 additional one-year periods.

CONTRACT AMOUNT: \$9,500 annually for Broker Fee

BUDGET INFORMATION:

Anticipated in Current Budget: Yes No NA

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal _____ State _____ Airport 100% NA _____
Funding Source: Operating Budget

JUSTIFICATION:

The Authority began to procure its electric and natural gas supply in 2009 and we have used several different approaches. In 2009, we received a grant from the New York State Energy and Research and Development Authority to hire a consultant to aid us in bidding out the Airport's electric and natural gas supply requirements. The consultant developed electric and natural gas bid supply documents, which we issued directly for a few years to procure variable rate only supply contracts. During this time we discovered the method of single day pricing was not a best approach. In 2013 we began to procure energy through a municipal government cooperative program (a muni-coop) sponsored by a not-for-profit government association in New York, who had happened to respond to our request for bids. The muni-coop awarded an exclusive supply contract for electric and natural gas in each zone under terms that satisfy the procurement requirements of the General Municipal Law. In 2015 we began to take competitively obtained pricing offers from an independent broker to compare pricing we received from the muni-coop and found at times the broker pricing and terms were the most favorable we were offered.

Based upon our experiences procuring energy we issued a Request for Proposals (RFP) for exclusive Energy Broker and received six proposals. An evaluation committee interviewed each proposer and scored each proposal based upon the evaluation criteria in the RFP which allocated 30% of the points quantitatively based upon cost and 70% on other subjective criteria.

AGENDA ITEM NO: 10.5
MEETING DATE: April 8, 2019

We have generally only entered 12 month supply contracts, but it is possible there could be a recommendation to enter a contract longer than 12 months and we always request pricing on 12 and 24 month terms. The energy supply contracts require contract execution within 24 hours.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES NA

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. Yes NA

BACK-UP MATERIAL:

Summary of proposals received and evaluation process, Proposal received from Ameresco Inc., and a copy of the RFP issued by the Authority with Contract Terms and Conditions included in Appendix B.

Kathryn Kane

From: Bobbi Matthews
Sent: Friday, March 29, 2019 1:29 PM
To: Bill O'Reilly
Cc: Kathryn Kane; Sara Dickson; Margaret Herrmann
Subject: Contract # 1001-EB / Energy Broker Evaluation
Attachments: Certified Copy. 1001-EB.pdf

On February 26th six proposals were received for Contract # 1001-EB / Energy Broker.

The evaluation committee members are:

Margaret Herrmann
Kathryn Kane
Sara Dickson

The evaluation committee met on March 6th to discuss the proposals and evaluate them. A list of questions was created and emailed to each of the proposers inviting them to participate in phone conference interviews on March 26th and March 27th at scheduled times given.

Each proposer participated in their scheduled phone conference and gave the committee an overview of their proposal, as well as answered the committee's questions.

The committee proceeded with the evaluation scoring, as per the RFP.

The highest possible score is 300. The results are as follows:

Taylor Consulting:	140
One Connect:	235
Good Energy:	184
M& R Energy:	241
Noresco:	173
Ameresco:	259

Therefore, the proposer receiving the highest score is Ameresco, Inc.

*Bobbi Matthews
Purchasing Agent
Albany County Airport Authority
Administration Building, Suite 204
Albany, NY 12211
Phone: (518)242-2213
Fax: (518)242-2640*

Contract # 1001-EB

Energy Broker

EVALUATION COMMITTEE:

Completed Evaluation Submitted

Date

Katie Kane

Katie Kane

3/29/19

Margaret Herrmann

M Herrmann

3/29/19

Sara Dickson

Sara D

3/29/19

Summary completed by: Bobbi Matthews, Purchasing Agent

Bobbi Matthews Date 3/29/19

Summary

Taylor Consulting: 140

One Connect: 235

Good Energy: 184

M&R Energy: 241

Noresco: 173

Ameresco: 259

Contract # 1001-EB Evaluation Form

Overall cost of service to the Airport (Mathmatically Assigned)

Work Plan, procurement time frames, & price solicitation strategies appear well designed t minimize cost of energy.

Proposers past experience and performance in providing similar consultant services to other similar facilities or customers.

Quality of References

TOTAL

Max Points	Taylor Consulting	One Connect	Good Energy	M & R Energy	Noresco	Ameresco
30	9	18	14	14	18	30
50	25	45	45	50	35	35
15	10	15	5	15	10	10
5	3	5	0	5	5	5
100	47	83	64	84	68	80

Contract # 1001-EB Evaluation Form

Overall cost of service to the Airport (Mathmatically Assigned)

Work Plan, procurement time frames, & price solicitation strategies appear well designed t minimize cost of energy.

Proposers past experience and performance in providing similar consultant services to other similar facilities or customers.

Quality of References

TOTAL

Max Points	Taylor Consulting	One Connect	Good Energy	M & R Energy	Noresco	Ameresco
30	9	18	14	14	18	30
50	30	45	40	45	30	45
15	11	14	12	14	8	14
5	3	4	3	5	3	5
100	53	81	69	78	59	94

Pricing Score/Point Summary for Each Proposal

$\frac{\text{Lowest priced proposal}}{\text{Price proposed}} \times 30 \text{ Points allowed} = \text{Points given to}$

Contract # 1001-EB Evaluation Form

Overall cost of service to the Airport (Mathematically Assigned)

Work Plan, procurement time frames, & price solicitation strategies appear well designed to minimize cost of energy.

Proposer's past experience and performance in providing similar consultant services to other similar facilities or customers.

Quality of References

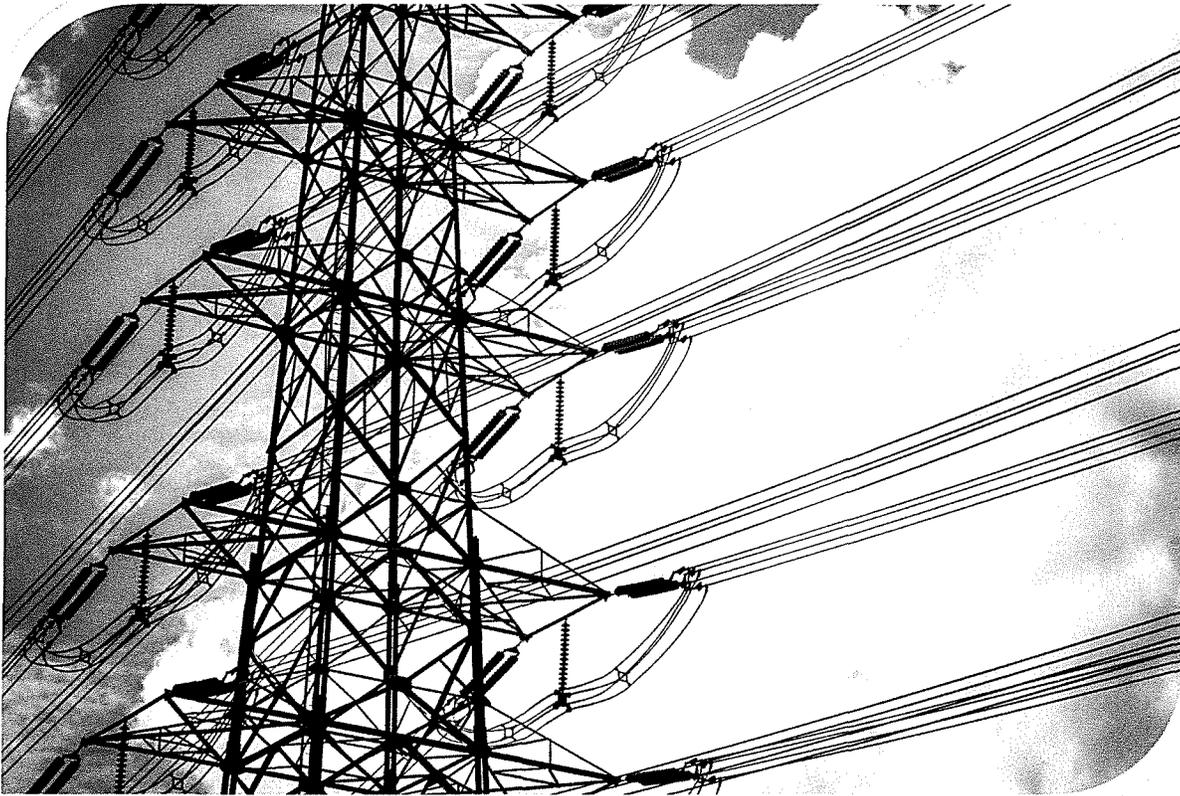
TOTAL

Max Points	Taylor Consulting	One Connect	Good Energy	M & R Energy	Noresco	eneresco
30	9	18	14	14	18	30
50	20	35	25	45	20	40
15	8	15	10	15	5	10
5	3	3	2	5	3	5
100	40	71	51	79	46	85

Pricing Score/Point Summary for Each Proposal

Lowest priced proposal X 30 Points allowed = Points given to that proposer for Pricing
Price proposed

Proposal for
Energy Broker Contract No. 1001-EB



Prepared for
Albany International Airport
Albany County Airport Authority

February 26, 2019



Original Copy



Prepared for

Albany International Airport

February 26, 2019

Albany County Airport Authority



Proposal for Energy Broker Contract No.1001-EB

PRESENTED BY

Ameresco, Inc.

111 Speen Street

Framingham, MA 01701

T: 508-661-2200



This Proposal contains data and information that has been submitted in response to a request for proposal or similar solicitation and is provided in confidence. The contents include proprietary information and trade secrets that belong to Ameresco, Inc., ("Confidential Information") and is disclosed to the recipient only for purposes of evaluation. In the event Ameresco is awarded a contract or purchase order as a result of or in connection with the submission of this proposal, Customer shall have a limited right as set forth in the governing contract or purchase order to disclose the data herein, but only to the extent expressly allowed. This restriction does not limit the Customer's right to use or disclose data obtained without restriction from any source, including the proposer.

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SECTION 1: COVER LETTER

Dear Members at the Albany County Airport Authority,

Ameresco is pleased to submit our proposal pursuant to the Albany International Airport (Airport) Request for Proposal (“RFP”) for an Energy Broker – Contract No. 1001-EB. Ameresco has been the incumbent service provider for Chicago Midway & O’Hare International Airports in Chicago since 2013. We’ve also provided services similar to this RFP for the Albany Housing Authority, Syracuse Housing Authority, and Wappingers Central School District, all of which are located in New York. Each prospective partnership is designed in tandem with our customers, so that their priorities will always be our focal point. Ameresco’s core competencies are uniquely suited to meet and surpass all the Airport’s expectations.

Ameresco has partnered with some of the country’s largest airports and US Air Force bases to deliver innovative solutions that save energy, reduce their carbon footprint and improve the bottom line.

Strength – Ameresco is a publicly traded company (NYSE ticker symbol: AMRC) with over 1,100 employees. 2017 annual revenue of \$717.2 Million making Ameresco a financially stable and strong company whose core competencies focus on helping our customers position themselves to take advantage of the energy market opportunity while managing risk.

Ameresco procures energy for its Supply Management clients who represent over 50 billion cubic feet (BCF) of gas and 10 billion kWh of electricity annually. These consumption numbers rank Ameresco in the top tier of supply under management in North America. We develop comprehensive procurement and risk management strategies for our customers to procure and proactively address all facets of energy commodity risk exposure. Our portfolio of customers ranges from some of the largest and most sophisticated energy consumers in North America to single account clients.

On behalf of Ameresco, I would like to thank you for this opportunity, and welcome any questions you may have regarding our response. We acknowledge that we received Addendum #1 dated February 6. Our direct contact for any questions or concerns on this project is **Brian White, Business Development Manager** and he can be reached directly at 508-598-3019 or bwhite@ameresco.com.

Sincerely,

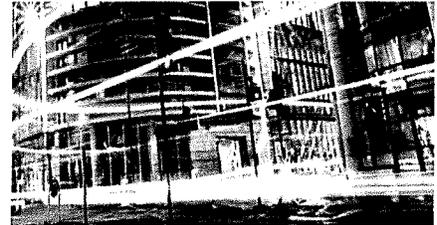


David J. Anderson,
Executive Vice President

SECTION 2: EXECUTIVE SUMMARY

2.1: ENERGY CONSULTANT EXPERIENCE

Energy aggregation can be a complicated endeavor. Today's energy landscape varies greatly from season to season and across service areas. Ameresco will adhere to all rules and regulations of the Albany International Airport throughout this project.



Ameresco successfully implemented and managed the City of Chicago's Energy Broker program. As the company overseeing the program, we ensured that the supplier contract met all the City's goals and that the supplier performed all their contractual obligations. The responsibilities included properly tracking customer account enrollment, ongoing switches were performed in a timely manner, all customer accounts were billed correctly, and that our customer service met all the high standards set forth in the agreement. Ameresco manages many additional governmental entities and understands the intricacies of the specific rules and regulations required in each state and by our clients. The City of Chicago Energy Broker services are comparable to those required by the Albany International Airport.

Ameresco's Supply Management team has significant expertise in helping our clients design and implement strategies to lower and control their costs for energy supply, consistent with their risk tolerance.

Our Energy Consultant specialists can provide customized assessments of supply-side dynamics, the current regulatory and market conditions, carbon market demands and our knowledge of future trends that could impact energy delivery and pricing. As one of the largest independent energy service providers, **Ameresco is not affiliated with specific energy suppliers or equipment manufacturers**; our spectrum of energy services objectively leads each customer toward the optimal solution for their unique needs.

Prominent features of Ameresco's **Energy Broker / Supply Management** work include:

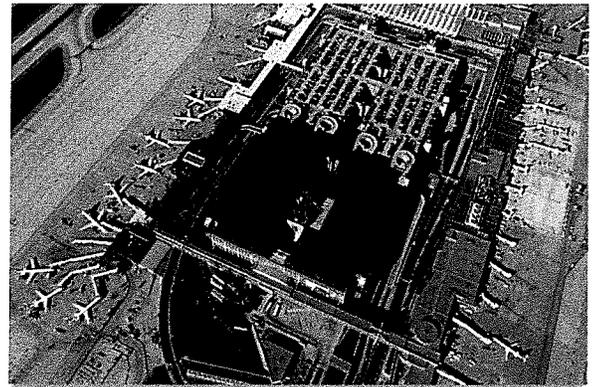
- ✓ Expert analysis, bidding and contract negotiation in deregulated electricity markets with proven results
- ✓ Development and implementation of energy commodity price risk management strategies
- ✓ Substantial supplier leverage within deregulated and regulated markets due to the size of our clients' energy requirements
- ✓ Focused knowledge of state, and local regulatory rules that impact our clients

- ✓ Ameresco experts work closely and in cooperation with clients' corporate and facility personnel in areas of Purchasing, Engineering, Legal and Finance

Our expertise has been utilized to create tens of millions of dollars of energy supply savings for our clients over the last nineteen years.

2.2: AMERESCO PLAN OF SERVICES

Ameresco has an experienced team assisting clients with electricity and natural gas strategies and procurement efforts since 2000. With the end in mind, a procurement plan is developed with each client that recognizes budget constraints, risk tolerance and the client's usage, both historical and projected. The plan and analysis of the load sets up procurement process.



Because we have access to several sources of market information and, as members of ISO NE, keep up with potential rule changes that could affect pricing, we are able to provide critical guidance to the procurement process. Our guidance along with pricing for multiple terms will allow for Albany International Airport to choose a pricing product and term that results in your goal of stable and predictable pricing without sacrificing value.

“MONITORING THE MARKET”

“Monitoring the market” is a phrase all energy professionals use but how will it help the Airport? Ameresco conducts a look back to see what local utilities have charged over a period of 12-24 months. How does that weighted average rate compare to the current contract rate? How does it compare to the proposed options for the next contract? The Airport can purchase their next contract up to 24 months in advance of the start date so Ameresco will continually price and monitor the offers for the next contract period at or below the current contract. The Airport has two electric contracts in place that do not expire until after the summer so there is a lot of time to solicit pricing, refresh the pricing, track the changes, and make an informed decision on the timing of the next purchase. The gas contract expires in July so a decision will be made within the next four months, but all future considerations will be tracked just as they will be with the electric options.

Our experience with over 70 suppliers means that we have seen best practices in billing and how contract terms can affect the final client price. Our clients receive recommendations that result in the best value, because contract terms and conditions are as important as the price being offered.

The energy landscape is constantly changing. New charges, rules and regulations can be implemented or altered at any time. Ameresco's supply management team has ongoing conversations with our supply partners, government contacts, and local representation to remain informed. We discuss any proposed changes that could impact our clients positively or negatively, and whether there are cost elements in suppliers' price offers that could be passed through to the Airport. These factors are fully evaluated in Ameresco's recommendation to the Airport. **Sometimes the lowest offer on paper does not provide the best overall value for our client.**

Understanding a client's historical profile is critical to strategy design. We compare the most recent 12 months of usage to the previous 12, 24, and 36 looking for patterns or anomalies, then begin discovery on what may cause this to change going forward. Are there expansion plans, a shift in hours, interest in solar or efficiency upgrades? In order to establish and stay within the Airports budgetary objectives, we'll seek a supplier contract that allows for profile changes if any are planned. Different term lengths can also play a role in achieving the Airports budgetary objectives. For example, one of the Airport's electric contracts expires in December 2019 meaning a new 12-month contract would expire in December, 2020. In this scenario, Ameresco would present some additional term lengths. In New York, the winter season has become the most volatile for electricity over the last several years. Including the winter of 2020/2021 on your next contract could positively impact the contracts that come afterward. If the increase in price to go from 12 to 15 months remains within the Airport's budget, including those months could play an important role in reducing the price for the next contract. Ameresco will not only be looking at the next contract term, we'll be thinking about and discussing the next 2-3 contract terms with the Airport.

ASSIGNED PERSONNEL

The following individuals are assigned as the lead / key personnel assigned to the Albany International Airport's project. An Organization Chart and Project Team Resumes can be found in **Appendix B: Project Team.**

- **Brian White**, Business Development Manager
- **Rich Berzinski**, Director, Energy Supply Management
- **Kathy Abernathy**, Director, General Markets Management
- **Jimmy Jackson**, Supply Management Procurement Advisor
- **Baibhav Acharya**, Supply Management Analyst

EXECUTIVE OVERSIGHT

- **George Sakellaris, PE**, President & CEO
- **David Anderson, PE**, Executive Vice President

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SECTION 3: EXPERIENCE

PROJECT REFERENCES

1. City of Chicago, Illinois
2. Syracuse Housing Authority, New York
3. Wappingers Central School District, New York

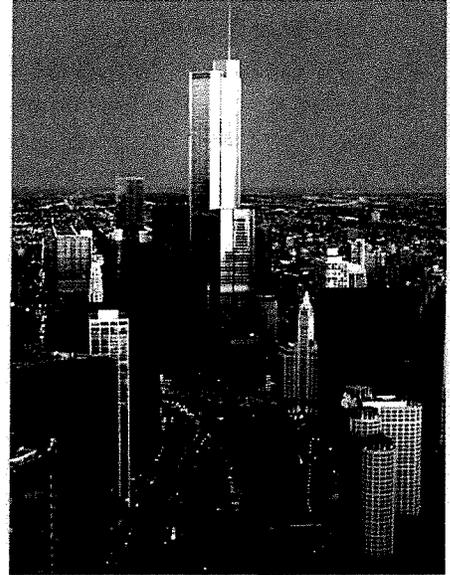
Additional information on these projects are provided on the following pages.

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CITY OF CHICAGO

Project Summary

Ameresco has been providing services to the City of Chicago since 2013. The City will spend \$120 million in 2018 on electricity (1.1 billion kWh annually), gas (4 billion CF annually), diesel and gasoline, all of which we manage for them. We do an annual budget and reconcile it monthly for 31 departments within a strict timeline. We conduct calls twice monthly during which we cover market dynamics, performance reporting (budget vs actuals, hedge report, value report), and open action items. We validate the City's utility and supplier bills using customized models to find errors a typical utility bill management (UBM) company would not find. We leave no stone unturned when it comes to finding savings and managing risk. While this is not a New York based client, we feel it is relevant given the parallels in service in the areas of planning and tracking budgets, strategy recommendations, and savings for Chicago's two major airports.



Project Scope: Services: Natural Gas, Electricity, and Fuel procurement; budgeting; tariff review; reporting since 2013

Type of Client: Major Metropolitan City

Personnel Involved: 12+

Contract Start &

End Dates: 2013 - 2021

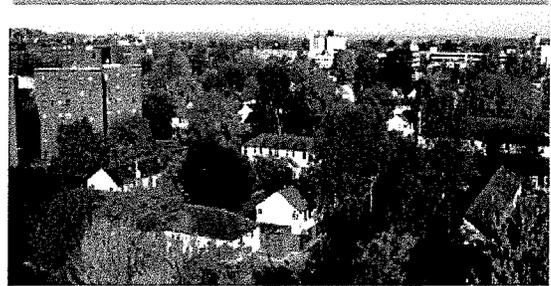
Contact Information:

Robert Skipwith, Deputy Commissioner
Energy Procurement & Management
Robert.Skipwith@cityofchicago.org

SYRACUSE HOUSING AUTHORITY

Project Summary

Ameresco has guided the Syracuse Housing Authority through multiple electric and natural gas RFP's since 2014. The most recent electric contract was executed by SHA in December 2017, eleven (11) months prior to the November 2018 start date. A mild start to the 2017 winter meant downward pressure on prices and the forward energy markets were trading at historic lows in the NY region. Ameresco's supply management team recognized this opportunity and secured a long-term fixed price through October 2020, resulting in substantial savings for the client.



The most recent natural gas contract was also executed in December 2017 as the NYMEX (now CME) gas rates were also near historic lows. Unlike the electric contract, the SHA's gas contract expired in April 2018, a much closer start date. Ameresco tracked the falling natural gas market and made our recommendation to lock in December 2017.

Ameresco has saved SHA a significant amount in annual energy costs since 2014. Using a customized RFP process, Ameresco solicited quotes for multiple contract terms (lengths) and recommended the proper supplier and contract that maximized value to the customer.

In addition to procurement savings, Ameresco also implemented efficiency measures that included LED lighting upgrades, air leakage reduction, attic wall and crawlspace insulation, high efficiency shower heads, faucets, and toilets, and updating laundry facilities, all of which generated an additional \$390,000 in savings in reduced monthly electric and natural gas consumption.

Project Scope: Services: Natural Gas and Electricity procurement; budgeting; tariff review; reporting since 2014

Type of Client: Housing Authority

Personnel Involved: 5+

Contract Start & End Dates: 2014-2020

Contact Information

Lynda Russell, Contract Administrator
Syracuse Housing Authority
315-475-6181
lrussell@syrhousing.org

WAPPINGERS CENTRAL SCHOOL DISTRICT, WAPPINGERS FALLS, NY

Project Summary

Ameresco guided the Wappingers Central School District in Wappingers Falls, NY through electric and natural gas RFP's in the early summer of 2018. Wappingers executed both electric and natural gas supply contracts in June 2018 as forward commodity prices were well below the current contract terms. In fact, Wappingers took advantage of the commodity market lows resulting from a mild 2018 winter, a short-lived 2018 summer, and record-high natural gas production levels across the nation.



In addition to procurement, we also provided turnkey implementation of lighting retrofits through the New York Power Authority's High Efficiency Lighting Program (HELP). The Wappingers Central School District consists of 17 buildings, containing 1.1 million square feet and includes two high schools.

Electric Savings – Over two years, Wappingers will save \$75,900 annually compared to the current contract and \$27,300 annually compared to the last 12 months utility rates.

Natural Gas Savings – Over four years, Wappingers will save \$116,600 annually compared to the current contract and \$193,000 annually compared to the last 12 months utility rates.

Project Scope: Services: Natural Gas and Electricity procurement

Type of Client: School District

Personnel Involved: 2+

Contract Start & End Dates: 2018-2022

Contact Information:

Barbara Mackson, Purchasing Agent
Wappingers Central School District
845-298-5000 x12533
Barbara.mackson@wcsdny.org

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SECTION 4: PROPOSED SERVICES INFORMATION

SCOPE OF SERVICES

SERVICES – ENERGY SUPPLY MANAGEMENT

For Accounts designated to receive Electricity Supply Management, Natural Gas Supply Management, or both, Ameresco will source, arrange and manage electricity and/or natural gas supply where the consumption and market rules make third party supply a viable alternative to utility supply. The State of New York allows third party supply for gas and electric accounts. The Services conducted by Ameresco will consist of the following elements:

- I. Assign a primary point of contact (PPOC) to field questions from Customer throughout the Term of the Agreement, and to coordinate the efforts of Ameresco's procurement experts, rate experts, and back office personnel;
- II. Collect as baseline data:
 - a) 12 months of energy history (bill images or billing information) for Facilities for which RFP's will be performed;
 - b) Copies of any current supply contracts;
- III. Engage in discussions with Customer stakeholders to determine approach, purchasing strategy, budget considerations, legal requirements, risk tolerance, and any other specific information for Energy (defined in Agreement as electricity, natural gas, both, other, etc.). Purchasing strategies may include fixed price commodity purchase at the time of supply contract execution, or block purchase of physical electrical energy or natural gas either at the time of initial purchase of the commodity or through a subsequent order;
- IV. Develop RFP (request for proposal) documents to solicit quotes from viable suppliers in accordance with approved strategies. At Customer's request, RFP may specify a green power purchase option;
- V. Manage the bid process, be available to answer questions from potential suppliers and/or Customer related to the bid process, and provide a written recommendation with supporting analysis to Customer regarding winning supplier, price, term, and contract documents;
- VI. Assist in contract execution. Ameresco will provide a review of any potential agreement and work with Customer attorneys/liaisons to complete negotiations with the potential supplier (such contract review not to be considered a substitute for Customer's own legal review);
- VII. Provide to Customer the following reports during Ameresco's engagement:
 - a) Daily Energy Report (emailed); and

- b) For each RFP, a written recommendation with supporting analysis to Customer regarding winning supplier, price, term, and contract documents (emailed to Customer representative)
- c) Electric and Natural Gas spend reports in relation to budget, historical, and utility costs.

Ameresco will be happy to discuss these reports monthly, quarterly, annually, or as often as Albany International Airport would like during the term of our agreement. As Ameresco's Description Literature, please see a sample Services Comparison / Savings Analysis in **Appendix A: Services Comparison / Sample Savings Analysis**.

Supply Contract Table: This report provides a high-level summary of the year over year electric and gas contracts executed for an Ameresco client. Included are the details of each contract, execution date, term length, product type, rate, and commodity. Note the Supply Contract Negotiated date compared to actual Start date varies. This was due to different market conditions presenting opportunity at different times in different markets.

Savings Vs Prior Supply Price: This report provides a year over year comparison of the different supply contracts executed by Ameresco. Our goal is to assist the Albany International Airport in managing their costs down over time. This is accomplished by executing contracts during favorable market conditions and mixing in different term lengths. Albany International Airport may want to consider term lengths beyond 12 months to take advantage of a declining market.

Annual Supply Savings Vs Utility Tariff Supply Price: This report is a high-level analysis comparing the executed contract rates to the utility's standard offering to track the actual savings vs the utility for gas and electric.

Warwick, RI (Elec): This report provides the granular details and breakdown of each month during the year. It measures the current contract rate and costs against the utility, the prior years' rate, and the established budget for electric consumption.

Warwick, RI (Gas): This report provides the granular details and breakdown of each month during the year. It measures the current contract rate and costs against the utility, the prior years' rate, and the established budget for natural gas consumption.

- VIII. Other services or analyses requested by Customer, as mutually agreed by the Parties, may be performed for an additional charge to be determined on a case-by-case basis.

SECTION 5: REQUIRED DOCUMENTS

EXHIBIT D: DOCUMENTS REQUIRED TO BE SUBMITTED WITH PROPOSAL

- A. Proposal Acknowledgment Form
- B. Non-Collusion Affidavit
- C. Obtained Proposal Affidavit
- D. Offeror Disclosure of Prior Non-Responsibility Determinations
- E. Proposal Bond
- F. Insurance Affidavit
- G. Company Statement for:
 - 1. Corporation
 - 2. Partnership
 - 3. All Proposals
- H. Work Force Composition
- I. References
- J. Proposal Submittal Form

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PROPOSAL A: PROPOSAL ACKNOWLEDGEMENT FORM

The proposers acknowledge that he/she has carefully examined the RFP, the attached Agreement draft and the proposed location/s for his/her proposed operation/s.

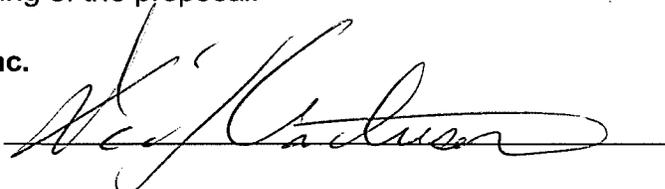
The proposer warrants that if proposal is accepted, he/she will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFP and the executed Agreement. Proposer agrees to deliver an executed Agreement to the Albany County Airport Authority within fourteen (14) calendar days of receiving the tendered Agreement from the Authority.

I, the undersigned, guarantee our proposal meets or exceeds specifications contained in the RFP document. Any exceptions are described in detail and all requested information has been submitted as requested.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Proposal.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared this Proposal in collusion with any other proposer and that the contents of this proposal as to rent, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other proposer or to any other person/s engaged in this type of business prior to the official opening of the proposal.

Name of Proposer: **Ameresco, Inc.**

Signature of Authorized Person: 

Title: **Executive Vice President**

Business Address of Proposer: **111 Speen Street, Suite 410, Framingham, MA 01701**

Business Phone Number: **508-661-2200**

Date: **February 22, 2019**

Subscribed and sworn to before me this **22** day of **February** 2019.

PROPOSAL B: NON-COLLUSION AFFIDAVIT

Authorized officer: Bidder's proposal containing statements, letters, etc., shall be signed in the proposal by a duly authorized officer of the company whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all the items /services upon which qualifications are stated in the accompanying proposal. The period of acceptance of this proposal will be 90 calendar days from the date of the bid opening. (Period of acceptance will be forty-five (45) calendar days unless otherwise indicated by proponent).

STATE OF Massachusetts COUNTY OF Middlesex

BEFORE ME, the undersigned authority, a Notary Public and for the Commonwealth of Massachusetts on this day personally appeared John Abate who after being by me duly sworn did depose and say I, David J. Anderson, am a duly authorized officer of/agent for Ameresco, Inc. and have been duly authorized to execute the foregoing on behalf of the said.

I hereby certify that the foregoing offer has not been prepared in collusion with any other proponent or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proponent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this proposal, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief: The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,

No attempt has been made or will be made by the proponent to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

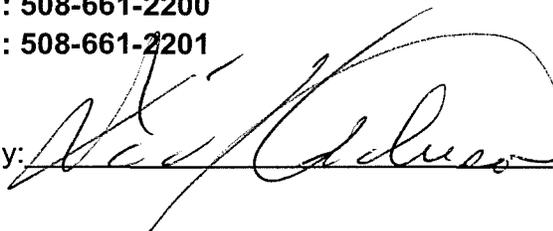
Name and Address of Proponent:

Ameresco, Inc.
111 Speen Street, Suite 410
Framingham, MA 01701

Telephone and Fax Numbers:

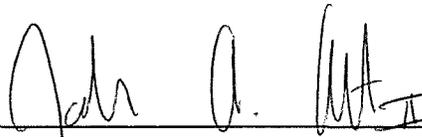
T: 508-661-2200

F: 508-661-2201

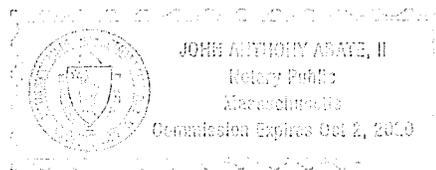
By:  **David J. Anderson, Executive Vice President**

Signature

SUBSCRIBED AND SWORN to before me by the above-named
on this 22 day of February 2019.

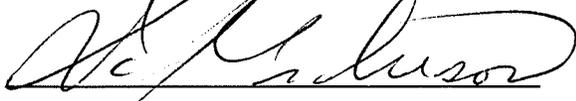


Notary Public in and for the State of Massachusetts



PROPOSAL C: OBTAINED PROPOSAL AFFIDAVIT

I, being an authorized representative of the named organization/company, certify that I obtained the request for proposal documents from the Albany County Airport Authority Purchasing Office. I understand that no proposal shall be considered unless the organization making this proposal has first obtained a copy of this Request for Proposal form from the Albany County Airport Authority Purchasing Office.


Signature

Agent

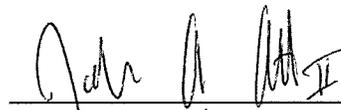
Print or Type Name: **David J. Anderson, Executive Vice President**

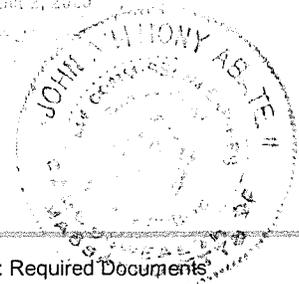
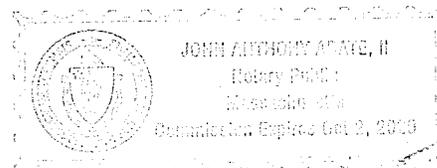
Address: **111 Speen Street, Suite 410, Framingham, MA 01701**

Phone: **508-661-2200**

SUBSCRIBED AND SWORN to before me by the above named on this

22 Day of **February** 2019.


Notary Public in and for
State of Massachusetts



PROPOSAL D: OFFERER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS

Name of Individual or Entity Seeking to Enter into the Procurement Contract: **Ameresco, Inc.**

Address: **111 Speen Street, Suite 410, Framingham, MA 01701**

Name and Title of Person Submitting this Form: **Brian White, Business Development Manager**

Contract Procurement Number: **1001-EB**

Date: **February 26, 2019**

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?
(Please circle):

No

Yes

If yes, please answer the next questions;

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law 139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provisions of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: **N/A**

Date of Finding of Non-Responsibility:

Basis of Finding of Non- Responsibility:

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

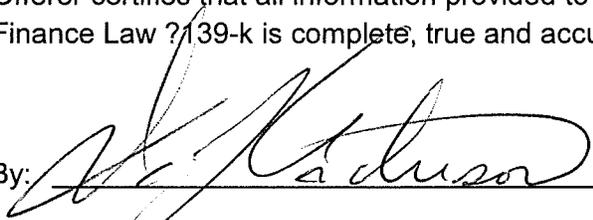
Governmental Entity: **N/A**

Date of Termination or Withholding of Contract:

Basis of Termination or withholding:

(Add additional pages as necessary)

Offeror certifies that all information provided to the Governmental Entity with respect to State Finance Law § 139-k is complete, true and accurate.

By: 

Date: **February 22, 2019**

Signature

Name: **David J. Anderson**

Title: **Executive Vice President**

PROPOSAL E: PROPOSAL BOND

Not Required

PROPOSAL F: INSURANCE REQUIREMENT AFFIDAVIT

To be completed by appropriate insurance agent:

I, the undersigned agent, certify that the insurance requirements contained in this proposal document have been reviewed by me with the below identified offeror. If the below identified offeror is awarded this contract by Albany County Airport Authority, I will be able, within ten (10) days after offeror is notified of such award, to furnish a valid insurance certificate to the Airport meeting all the requirements contained in this contract.

Agent: ***Please see the notarized certificate following this page.***

Signature

Agent

Name of Insurance Carriers:

Address of Agency:

Phone number where Agent May Be Contacted:

Offerors' Name (Print or Typed):

SUBSCRIBED AND SWORN to before me by the above named on this

22 Day of February 2019

Notary Public in and for
State of Massachusetts

Exhibit D: Proposal F

INSURANCE REQUIREMENT AFFIDAVIT

To be completed by appropriate insurance agent:

I, the undersigned agent, certify that the insurance requirements contained in this proposal document have been reviewed by me with the below identified offerer. If the below identified offerer is awarded this contract by Albany County Airport Authority, I will be able, within ten (10 days after offerer is notified of such award, to furnish a valid insurance certificate to the Airport meeting all of the requirements contained in this contract.

Agent: 
Signature

Arthur J. Gallager
Agent

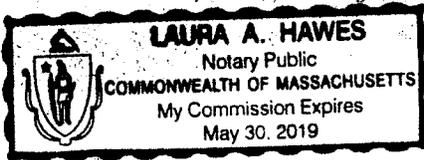
Name of Insurance Carriers: Zurich (General Liability and Workers' Compensation)
Arthur J. Gallagher
Address of Agency: 470 Atlantic Ave
Boston, MA 02210
James River (Excess)
RSOI (Excess)

Phone Number Where Agent May Be Contacted: 617-204-6738

Offerer's Name (Print or Type) Michael Talmanson, SVP

SUBSCRIBED AND SWORN to before me by the above named on this 19th
day of February, 2019





Notary Public in and for
State of New York

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PROPOSAL G: CORPORATION STATEMENT

IF A CORPORATION, answer the following:

1. When incorporated? **April 25, 2000**
2. Where incorporated? **Delaware**
3. Is the corporation authorized to do business in New York?

Yes

No

If New York is not state of incorporation:

Address of the registered office in New York:

28 Liberty Street, New York, New York 10005

Name of registered agent in New York at such office: **C T Corporation System**

Attach Certificate of Authority to transact business in New York.
Ameresco's Certificate of Authority is on the following page.

4. The Corporation is held: **Publicly** Privately

5. Furnish the names, titles, and address of each officer, director, and shareholders of corporation's issued stock:

******Name: George P. Sakellaris, P.E., Chairman of the Board of Directors, President and Chief Executive Officer

******Please note as of October 29, 2018, George P. Sakellaris, Ameresco Inc.'s founder, principal stockholder, president and chief executive officer, beneficially owns approximately 80% of the combined voting power of Ameresco, Inc. Class A and Class B common stock and approximately 50% in the economic interest in Ameresco Inc.'s outstanding Class A and Class B common stock. Based on beneficial ownership filings on the Securities and Exchange Commission's EDGAR website as of December 31, 2017, Ameresco, Inc. is not aware that any other person or group beneficially owns more than 1.5% of the combined voting power of Ameresco, Inc. Class A and Class B common stock or 4% in the economic interest in Ameresco Inc.'s outstanding Class A and Class B common stock.

Officers Name	Address	Position	80%
George P. Sakellaris, P.E	111 Speen Street, Suite 410 Framingham, MA 01701	Chairman of the Board of Directors, President & CEO	

Director's Name	Address	Principal Business Affiliation Other Than Proposer's Directorship
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Name	Class A Common Stock		Class B Common Stock		% Total Voting Power
	Shares	%	Shares	%	
Directors, Nominees for Director and Executive Officers					
George P. Sakellaris ⁽¹⁾	4,928,361	17.6%	18,000,000	100.0%	80.4%
David J. Anderson	500,000	1.8%	—	*	*
David J. Corrsin	1,098,872	4.0%	—	*	*
Douglas I. Foy ⁽²⁾	104,000	*	—	*	*
Jennifer L. Miller ⁽³⁾	36,000	*	—	*	*
Thomas S. Murley ⁽⁴⁾	15,000	*	—	*	*
Joseph W. Sutton ⁽⁵⁾	988,210	3.6%	—	*	*
Frank V. Wisneski ⁽⁶⁾	194,192	*	—	*	*
John R. Granara ⁽⁷⁾	100,000	*	—	*	*
Michael T. Bakas ⁽⁸⁾	152,500	*	—	*	*
Nicole A. Bulgarino ⁽⁹⁾	81,167	*	—	*	*
Louis P. Maltezos ⁽¹⁰⁾	140,000	*	—	*	*
Directors and executive officers as a group (13 persons) ⁽¹¹⁾	8,338,302	0.3%	18,000,000	100.0%	82.9%
Other Five Percent Stockholders					
Samuel T. Byrne ⁽¹¹⁾	1,637,145	6.0%	—	*	1.4%
Neil Gagnon ⁽¹²⁾	2,141,328	7.8%	—	*	1.8%
Arthur P. Sakellaris ⁽¹³⁾	1,600,000	5.8%	—	*	1.4%

- (1) Includes: (i) 620,000 shares of Class A common stock issuable upon exercise of options that are exercisable within 60 days of April 2, 2018; (ii) 2,507,224 shares of Class B common stock held by the Ameresco 2015 Annuity Trust, of which Mr. Sakellaris is trustee and the sole beneficiary; and (iii) 9,492,776 shares of Class B common stock held by the Ameresco 2017 Annuity Trust, of which Mr. Sakellaris is trustee and the sole beneficiary. Also includes 925,000 shares of Class A Common held by the George P. Sakellaris 2012 Delaware Dynasty Trust for which Mr. Sakellaris may be deemed the beneficial holder and to share voting and dispositive power; Mr. Sakellaris disclaims beneficial ownership of these shares. His address is c/o Ameresco, Inc., 111 Speen Street, Framingham, Massachusetts 01701.
- (2) Includes 90,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (3) Includes 30,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (4) Includes 10,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (5) Consists of: (i) 40,000 shares of Class A common stock issuable upon exercise of options that are exercisable within 60 days of April 2, 2018; (ii) 49,040 shares of our Class A common stock held jointly with Mr. Sutton's wife; and (iii) 899,170 shares of our Class A common stock held by Sutton Ventures LP. Mr. Sutton is managing member of Sutton Ventures Group LLC, which is the general partner of Sutton Ventures LP.
- (6) Includes 80,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (7) Consists of 100,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (8) Includes 15,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (9) Consists of 81,167 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (10) Consists of 140,000 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018.
- (11) Includes 8,355,802 shares of Class A common stock issuable upon the exercise of options that are exercisable within 60 days of April 2, 2018. None of the shares owned or rights to acquire shares are held in a margin account or subject to a pledge.
- (12) Mr. Byrne's address is c/o CrossHarbor Capital Partners LLC, One Boston Place, Suite 2300, Boston, Massachusetts 02108. Based solely on information as of December 31, 2012 contained in a Schedule 13G/A filed with the SEC by Mr. Byrne on February 14, 2013.
- (13) Mr. Gagnon is Principal, Gagnon Securities LLC, with an address: 1370 Avenue of the Americas, Suite 2400, New York, NY 10019. Based solely on information as of December 31, 2017 contained in a Schedule 13G/A filed with the SEC by Mr. Gagnon on February 14, 2018.
- (14) Mr. Sakellaris's address is c/o Ameresco, Inc., 111 Speen Street, Framingham, Massachusetts 01701.

Below is a link to Ameresco's 14 A Proxy Statement.

<https://www.sec.gov/Archives/edgar/data/1488139/000148813918000032/a2018noticeandproxystateme.htm>

Principal Shareholders	Address	Percentage Ownership
George P. Sakellaris, P.E	111 Speen Street, Suite 410 Framingham, MA 01701	80%

PROPOSAL G-2: PARTNERSHIP STATEMENT

IF A PARTNERSHIP, answer the following: **N/A**

1. Date of Organization?

2. General Partnership

Limited Partnership

3. Partnership Agreement Recorded?

Yes

No

Date:

Book:

Page:

County:

4. Has the Partnership done business in New York?

Yes

No

When?

5. Name
Partner

Address

Percent of Share

General Limited

PROPOSAL G-3: ALL PROPOSALS FINANCIAL INFORMATION

A. Financial Statements

Proponents shall attach a Balance Sheet and Income Statement prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the most current year-to-date period, together with a copy of the Proponent's most recent fiscal year Financial Statements, audited, reviewed, or compiled by a Certified Public Accountant or firm of Certified Public Accountants, including the CPA firm's opinion thereon. If GAAP Financial Statements are not available, the most recently filed tax return may be submitted.

Please see Ameresco, Inc.'s financial statement in Appendix C: Financial Statement.

B. Surety Information

1. Have you, or any entity you have had an ownership interest in, ever had a bond or surety canceled or forfeited? Yes No
2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture

C. Bankruptcy Information

1. Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, or been declared bankrupt? Yes No
2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy

D. County of Albany and any Affiliated Entity- need to find out

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity?

Yes No

2. If Yes, identify the agreement(s), its purpose and its term.

Albany Housing Authority, Phase 1 - April 2002 – March 2003
Albany Housing Authority, Phase 2 March 2007 - September 2009

3. Have you ever been sent a default notice concerning any such agreement(s)?

Yes

No

If Yes, please explain

PROPOSAL H: WORK FORCE COMPOSITION

Name of Firm: **Ameresco, Inc.**

Phone Number: **508-661-2200**

Address: **111 Speen Street, Suite 410** City: **Framingham** State: **MA** Zip Code: **01701**

Name & Title of Authorized Executive

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
	Male/Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager	168 / 29	148 / 2	1 / 0	3 / 0	8 / 0	8 / 2
Professional	360 / 123	300 / 101	1 / 0	7 / 5	21 / 0	25 / 17
Technical	11 / 0	9 / 0	0 / 0	0 / 0	2 / 0	0 / 0
Sales Workers	70 / 7	67 / 6	1 / 0	1 / 0	1 / 1	0 / 0
Office Workers	51 / 21	14 / 44	0 / 0	2 / 1	3 / 4	2 / 2
Semiskilled Workers	113 / 0	88 / 0	0 / 0	17 / 0	8 / 0	0 / 0
Unskilled Workers	10 / 0	8 / 0	0 / 0	2 / 0	0 / 0	0 / 0
Apprentices	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Seasonal/Temporary	10 / 2	9 / 2	0 / 0	1 / 0	0 / 1	0 / 1
Part Time	2 / 1	1 / 0	0 / 0	0 / 0	1 / 0	0 / 1
TOTAL	795 / 183	196 / 155	3 / 0	33 / 6	44 / 6	35 / 23

***Use additional Sheets to Identify the Ethnicity of Employees Identified in this Category.**

Remarks:

PROPOSAL J: PROPOSAL SUBMITTAL FORM

Exhibit C contains the minimum requirements and is intended to govern, in general, the performance requirements and the type of services / produce desired. Please check "yes" or "no" if you can meet these specifications.

The bidder can meet or exceed required specifications as required in EXHIBIT C?

YES

NO

Proposal Rates:

Flat annual Fee to Procure Energy: **\$9,500 per year**

Or

Broker Margin added to Supply Contract for Natural Gas Supply: **\$0.05 per Dth**

Margin added to Supply Contract for Electric Supply: **\$.43 per mwh**

Total Estimated Annual Cost for Margin Based Broker Supply Charges:

Electricity: **\$6,883**

Gas: **\$2,531**

Total: **\$9,415**

Contact Person: **Brian White**

Name: **Brian White**

Phone: **508-598-3019**

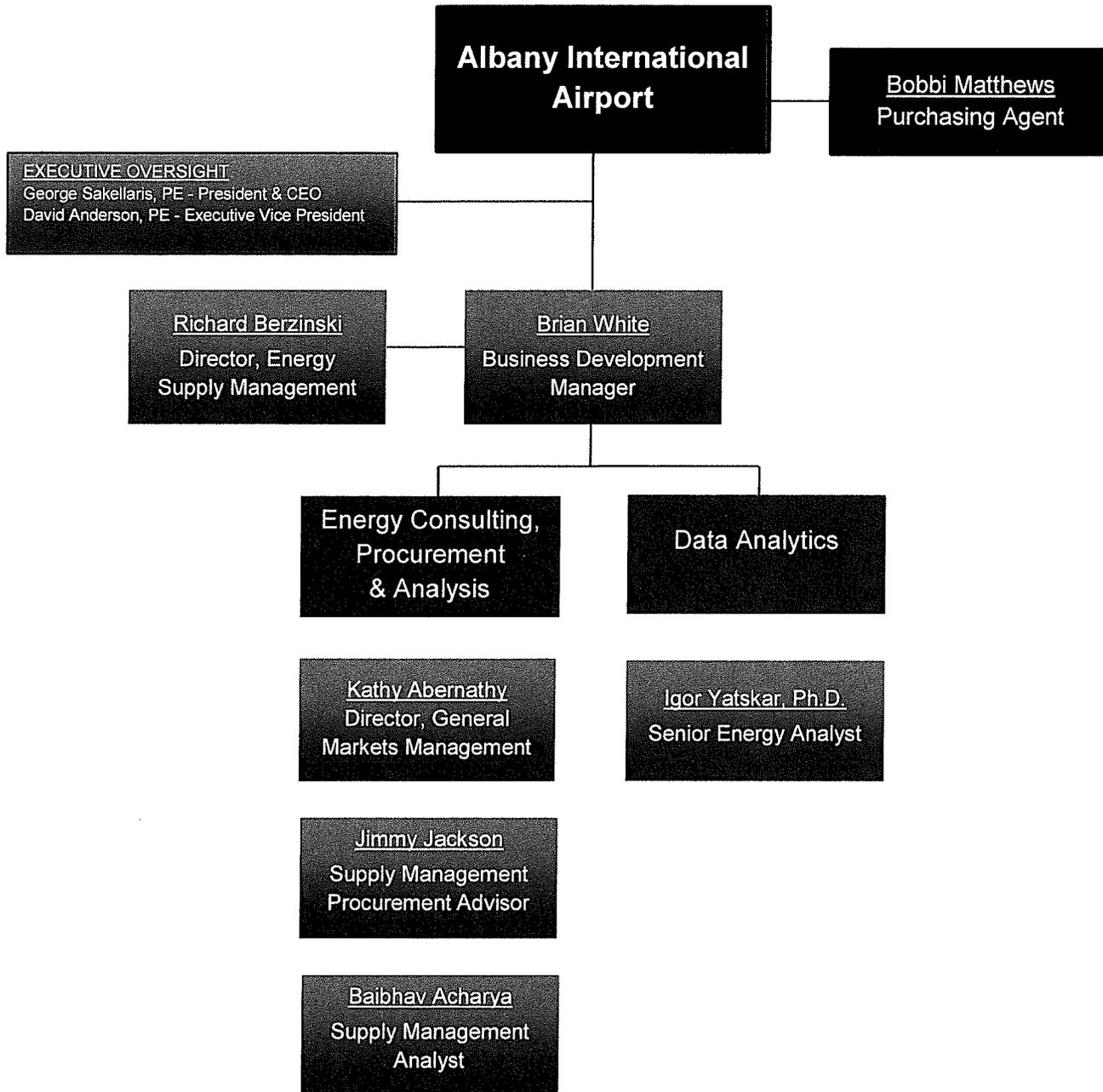
Email: bwhite@ameresco.com

APPENDIX A: SERVICES COMPARISON / SAMPLE SAVINGS ANALYSIS

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APPENDIX B: PROJECT TEAM

ALBANY INTERNATIONAL PROJECT TEAM ORGANIZATIONAL CHART



GEORGE P. SAKELLARIS, PE

CHAIRMAN OF THE BOARD OF DIRECTORS, PRESIDENT AND CHIEF EXECUTIVE OFFICER

EDUCATION

Northeastern University, Boston, MA
M.B.A. and M.S.E.E.

University of Maine, Orono
B.S.E.E.

PROFESSIONAL AFFILIATIONS

Member, Governing Board,
Northeastern University

Corporate Member, National
Association of Energy Service
Companies (NAESCO)

Corporate Member, Boston Chamber of
Commerce

AWARDS

Gabby Award for Business &
Entrepreneurism
Greek America Magazine, 2009

Edward T. Bryand Distinguished
Engineer Award, University of Maine,
Orono 2007

College of Engineering Outstanding
Alumni, Northeastern University 2007

Frances Crowe Society, Distinguished
Member Inductee, University of Maine,
Orono 2006

PROJECT ROLE

Mr. Sakellaris is the President and Chief Executive Officer, as well as the Chairman of the Board of Directors of Ameresco, Inc. (NYSE:AMRC), a leading North American energy efficiency and renewable energy company headquartered in Framingham, MA.

A visionary and entrepreneur, Mr. Sakellaris founded Ameresco in April 2000. He aspired to build an entirely product-neutral and supplier-independent energy company that had the skills, capabilities and foresight to create independent energy solutions that went beyond just conservation; one that addressed a customer's entire energy stream including supply and demand, energy efficiency and renewable energy.

Early in his career, Mr. Sakellaris worked at the utility New England Electric System (NEES), where he welcomed the challenge to establish NEES Energy, a company that would promote energy efficiency, thereby avoiding the need to build new power generation plants. Mr. Sakellaris then purchased the business known as NEES Energy in 1991 and renamed it NORESCO. He built NORESCO into an industry-leading independent energy services company before selling it to Equitable Resources in 1997, where he continued to lead NORESCO and was also appointed as a Senior Vice President of Equitable Resources (NYSE:EQT), a Fortune 500 Energy Company.

Today, Mr. Sakellaris leads Ameresco, a public company, employing over 1000. Ameresco continues to grow and thrive, and currently supports 63 offices in 34 states and five Canadian provinces. Ameresco combines a North American footprint with strong local operations.

For more than thirty years Mr. Sakellaris has persevered in the energy industry, working to eliminate regulatory barriers to investing private capital into energy efficiency and renewable initiatives. Mr. Sakellaris' dedication and influence in promoting energy efficiency dates back to his involvement with the Electrical Power Research Institute (EPRI) where he championed the development of demand side management (DSM) programs that were widely implemented across the country. Additionally, he was a founding member of the National Association of Energy Service Companies (NAESCO) where he served as the first president and advocated for the new industry. He remains an active NAESCO member today.

DAVID J. ANDERSON, PE
EXECUTIVE VICE PRESIDENT, BUSINESS DEVELOPMENT

EDUCATION

Northeastern University

B.S. Electrical Engineering with a concentration in Powers Systems

ADDITIONAL EDUCATION

Harvard University and Stanford University Law School

Executive Management Programs

PROFESSIONAL AFFILIATIONS

Member of the Northeast Clean Energy Council (NECEC)

Member, The Association of Higher Education Facilities Officers (APPA)

Member, Institute of Electrical and Electronic Engineers (IEEE)

Senior Member, Association of Energy Engineers (AEE)

Member, Pennsylvania Association of School Business Officials (PASBO)

Member, Industrial Advisory Board for the School of Engineering Technology, Northeastern University

PROFESSIONAL EXPERIENCE

Ameresco, Inc. 2000 – present
Executive Vice President

Noresco 1992 – 2000
Senior Vice President

Legeis Development Corporation, 1988 – 1992
Vice President

PROJECT ROLE

Mr. Anderson is Executive Vice President, Business Development of Ameresco, a leading energy efficiency and renewable energy company. He is a member of the founding management team of the 15-year old public company (NYSE:AMRC), and a member of the Board of Directors. Mr. Anderson has over 25 years of diversified experience in the energy industry and is responsible for the successful development and implementation of Ameresco's strategic vision. In this capacity, he has played a key leadership role in driving Ameresco's growth and development to become the largest independent energy services company throughout North America.

Mr. Anderson directs the Company's business development initiatives through a plan of significant organic growth and strategic acquisitions. Additionally, he serves as the General Manager for several U.S. Regions as well as for Ameresco's Supply and Risk Management Business Units. Mr. Anderson is instrumental in structuring and negotiating complex contracts and intricate business relationships and has helped to introduce and redraft legislative and regulatory policies concerning energy and environmental initiatives.

Mr. Anderson is an active member of the Clinton Climate Initiative, the National Association of Energy Service Companies, the National Association of County Officials, and many state organizations and vertical market associations. In addition, throughout much of his career, he has held various executive and senior management positions focused on the development, engineering, financing; and construction of successful energy projects and utility programs representing over five billion dollars.

Mr. Anderson often speaks on topics such as Energy Efficiency and Renewable Energy and has been invited to participate in Executive-level Federal Governmental meetings and State Governmental forums. He is often tapped to provide his views and guidance regarding energy issues, as well as to participate in discussions setting direction for national and state energy policy. Mr. Anderson is frequently quoted in industry and business publications. Some of his recent bylines and articles appear in Sustainable Facility, Today's Facility Manager, and Professional Retail Store Maintenance.

RICHARD M. BERZINSKI
DIRECTOR, ENERGY SUPPLY MANAGEMENT

EDUCATION

Purdue University

B.S. Finance

B.S. Human Resource Management

U.S. Navy, Four-Year Enlistment

PROFESSIONAL EXPERIENCE

Ameresco, Inc., 2000 - Present

Natural Gas Representative

DukeSolutions, 1998 – 2000

Energy Consultant

NiSource Inc., 1996 – 1998

Gas Scheduler

NiSource Inc., 1995 – 1996

Gas Accountant

Hershel Portman, 1994 – 1995

Futures and Options Trading

PROJECT ROLE

Mr. Berzinski has worked for Ameresco for 18 years and manages the Energy Supply Management Group. Prior to managing the ESM Group, he was directly responsible for monitoring the Energy Complex Markets, Moderating Weekly Conference Calls with Ameresco clients, and providing Risk Management advice on natural gas, diesel and gasoline. He is responsible for over \$1 billion in risk management of natural gas and heating oil portfolios. He is experienced in physical procurement and financial risk management using OTC swaps and derivatives Development of Energy purchasing strategies

Having extensive knowledge and skills in US deregulated markets. Mr. Berzinski is an innovative strategist geared to assisting clients and identify deregulated opportunities and risk. Major clients include such names as Allegheny Technologies, City of Chicago, Albertsons/Supervalu, Bank of America, Chicago Transit Authority, Western Power and Steam and Kern River Holdings Inc.

PROJECT EXPERIENCE

City of Chicago

Provide hedging and risk management advice for the City of Chicago's diesel and gasoline vehicles

\$40M Fuel Spend

Chicago Transit Authority

Provide hedging and risk management advice for the CTA's bus fleet

\$60M Fuel Spend

Western Power and Steam/Kern River Inc.

Hedging & risk management advice for WPS cogen location & KRHI oil producing wells

\$38M NG / Oil Spend

Allegheny Technologies

Hedging & risk management advice for ATI's natural gas portfolio

\$40M NG Spend

Trinity Industries

Hedging & risk management advice for the company's diesel and natural portfolio

Albertsons / Supervalu

Provide natural gas risk management advice

BRIAN WHITE
BUSINESS DEVELOPMENT MANAGER

EDUCATION

Worcester State University
B.S. Business Administration

PROFESSIONAL EXPERIENCE

Ameresco, Inc. 2018 – present
Business Development Manager

Patriot Energy Group 2003 – 2018
Director of Sales
Branch Manager
Senior Business Development Manager
Commercial Account Executive

PROJECT ROLE

Mr. White is a Business Development Manager at Ameresco, a leading energy efficiency and renewable energy company. He is responsible for cultivating effective business relationships and communicating the full scope of Ameresco solutions and services to meet customer energy savings requirements. He continually monitors account plan progress, including market conditions, customer needs, competitive activity, and provides progress and execution updates. His goal to help grow the business in the C&I sector while strengthening the core business with Municipal, University, Hospital and Education clients. Additionally, cross selling Ameresco's other services such as distributed generation and microgrid applications.

PROJECT EXPERIENCE

Legal Seafoods	\$7.2M
Electricity and Natural Gas Procurement	
People's United Bank	\$6.7M
Electricity Procurement	
Six Flags New England	\$2.3M
Electricity Procurement	
Carruth Capital	\$14M
Electricity Procurement	

KATHY ABERNETHY
DIRECTOR, GENERAL MARKETS MANAGEMENT

EDUCATION

**University of North Carolina,
Charlotte**

B.S. Economics

PROFESSIONAL EXPERIENCE

Ameresco, Inc., 2003 – present
Regional Manager – Energy Supply

Duke Solutions, 1998-2003
Retail Contract Manager

PROJECT ROLE

Ms. Abernethy has been in the energy industry for 26 years in the regulated and deregulated arenas. Abernethy has vast experience in the energy markets and developing price/risk management strategies for large end user clients. For the last five years she has been responsible for managing energy assets in ISO – NE and, more recently, in PJM. Her background includes cost of service, rate design, retail supplier contracts, regulatory affairs and price/risk management. She is experienced in the various markets within ISO-NE and PJM.

PROJECT EXPERIENCE

Ameresco CT LLC

Oversight of energy assets within in the State of Connecticut **\$1.9M**

Braintree Electric Light Department **\$4.6M**

Bank of America
Energy at Bank of America sites nationwide **\$32.3M**

Taubman Malls

Oversight of energy spend at 18 malls throughout the U.S. **\$29.1M**

IGOR YATSKAR, PH.D.

SENIOR ENERGY ANALYST

EDUCATION

State Committee of the USSR on Public Education

Moscow, Russia (1988)
Full Professor in Physics

USSR Academy of Science

Moscow, Russia (1984)
Ph.D. in Physics and Mathematics

Novosibirsk University

Novosibirsk, Russia (1980)
M.S. and Post-grad study & research in
Mechanical Engineering and Fluid
Dynamics

Novosibirsk Electrotechnic Institute,

Novosibirsk, Russia (1976)
B.S. in Applied Mathematics

PROFESSIONAL EXPERIENCE

Ameresco, Inc., 2012 – Present
Energy Analyst

Interval Data Systems, Inc.
2006-2012
Principal Energy Analyst

E3 (Energy & Environmental Services), Inc., 2004-2006
VP in Technology, Co-Owner

Omnisov, Inc., 2001-2004
VP/Principal Analyst, Co-Owner

Progress Energy Corp. (Florida Power Corp.), 1999-2001
Senior Engineer

Coneco Corp. of Boston Edison (Nstar) Co., 1995-1999
Senior Engineer/Analyst

R.G. Vanderweil Engineers, Inc., 1994-1995
Energy Engineer

PROJECT ROLE

Dr. Yatskar has extensive background in researching and developing energy efficiency and building energy analytics tools in the following business areas:

- Electric utility; energy accounting and energy engineering; energy conservation
- HVAC systems
- BAS – Building Automation Systems and Control
- Energy Information software and data warehousing; advanced data analysis
- Building energy simulation tools – DOE-2 / DOE-Plus, Trane Trace, and others
- Utility data analysis – billing, metering, utility rates and rebates
- Renewable energy systems – micro-hydropower generation, tidal flows, in-stream hydro turbines
- Applied mathematics background – data analysis and visualization, statistical methods, data mining tools management science – mathematical methods in optimization, scheduling and planning

PROJECT EXPERIENCE

Interval Data Systems, Inc.

Developed EnergyWitness – an industry-leading Building Energy Analytics Software and service package that includes a highly advanced billing system, interval-metering data acquisition and analysis system, and BAS control data collection, analysis and reporting systems

Contributed to the conceptual development, built application prototypes, implemented applications as client-server and web-based enterprise systems

Process Energy Corp. (Florida Power Corp.)

Developed business approach, designed web application, managed development, performed programming, established the product line to provide a set of web-based Energy Information Services to large commercial / industrial/ governmental Utility's customers

JIMMY JACKSON

SUPPLY MANAGEMENT PROCUREMENT ADVISOR

EDUCATION

University of Texas, Austin
B.S., Applied Learning & Development,
and Sports Management

PROFESSIONAL EXPERIENCE

Ameresco, Inc., 2002 – Present
Rates & Billing Specialist

DukeSolutions, 2001 – 2002
Rates & Billing Specialist

Dynegy Energy Trading & Marketing
1999 – 2000
Business Development Manager

Texas-Ohio Gas (dba ePrime)
1998 – 1999
Business Development Manager

Universal Computer Systems
1997 – 1998
Software Installation Consultant

PROJECT ROLE

With over 17 years of experience, Mr. Jackson negotiates natural gas and electric energy supply contracts in deregulated U.S. markets. His specific areas of expertise include strategy development, retail contract negotiations, energy budgeting, and applicable analysis. He coordinates processes between clients, Ameresco, potential suppliers, and all the external elements that affect their supply (e.g., markets, regulated utilities, public utility commissions, and budgets). Mr. Jackson has negotiated natural gas and electric supply contracts all across the U.S. and has educated numerous clients to optimize their understanding of deregulated energy. His key responsibilities include the following:

- Identify client opportunities and risks in various deregulated markets, discuss strategies in line with customer goals, and make recommendations that result in monetary and/or risk mitigation value.
- Conduct RFP processes, recommendation, contract negotiation and related analysis for both natural gas and electricity supply for commercial, industrial, and public sector clients

Natural Gas Territories: New England, New York, Texas
Electricity Territories: New England, New York, Texas
- Creation and management of annual energy budgets and various reports designed to meet clients' internal reporting needs.
- Extensive knowledge of modeling regulated rates and the forecasting of future rates.
- Assist in the origination of new business, manage clients, and develop reports and analysis to support and document all efforts.

PROJECT EXPERIENCE

New England Fertilizer Company **\$2M Supply Spend**
Account management, Electric & Natural Gas Supply Negotiation

Unitex \$2.8M Supply Spend
Account management, Electric & Natural Gas Supply Negotiation

Western New England University **\$1.7M Supply Spend**
Account management, Electric & Natural Gas Supply Negotiation

Steel Partners **\$3.7M Supply Spend**
Account management, Electric & Natural Gas Supply Negotiation

GKN Aerospace New England **\$600K Supply Spend**
Account management, Electric Supply Negotiation

IGOR YATSKAR, PH.D.
SENIOR ENERGY ANALYST

EDUCATION

State Committee of the USSR on Public Education

Moscow, Russia (1988)
Full Professor in Physics

USSR Academy of Science

Moscow, Russia (1984)
Ph.D. in Physics and Mathematics

Novosibirsk University

Novosibirsk, Russia (1980)
M.S. and Post-grad study & research in Mechanical Engineering and Fluid Dynamics

Novosibirsk Electrotechnic Institute,

Novosibirsk, Russia (1976)
B.S. in Applied Mathematics

PROFESSIONAL EXPERIENCE

Ameresco, Inc., 2012 – Present

Energy Analyst

Interval Data Systems, Inc.

2006-2012

Principal Energy Analyst

E3 (Energy & Environmental Services), Inc., 2004-2006

VP in Technology, Co-Owner

Omnisov, Inc., 2001-2004

VP/Principal Analyst, Co-Owner

Progress Energy Corp. (Florida Power Corp.), 1999-2001

Senior Engineer

Conoco Corp. of Boston Edison (Nstar) Co., 1995-1999

Senior Engineer/Analyst

R.G. Vanderweil Engineers, Inc., 1994-1995

Energy Engineer

PROJECT ROLE

Dr. Yatskar has extensive background in researching and developing energy efficiency and building energy analytics tools in the following business areas:

- Electric utility; energy accounting and energy engineering; energy conservation
- HVAC systems
- BAS – Building Automation Systems and Control
- Energy Information software and data warehousing; advanced data analysis
- Building energy simulation tools – DOE-2 / DOE-Plus, Trane Trace, and others
- Utility data analysis – billing, metering, utility rates and rebates
- Renewable energy systems – micro-hydropower generation, tidal flows, in-stream hydro turbines
- Applied mathematics background – data analysis and visualization, statistical methods, data mining tools
- management science – mathematical methods in optimization, scheduling and planning

PROJECT EXPERIENCE

Interval Data Systems, Inc.

Developed EnergyWitness – an industry-leading Building Energy Analytics Software and service package that includes a highly advanced billing system, interval-metering data acquisition and analysis system, and BAS control data collection, analysis and reporting systems

Contributed to the conceptual development, built application prototypes, implemented applications as client-server and web-based enterprise systems

Process Energy Corp. (Florida Power Corp.)

Developed business approach, designed web application, managed development, performed programming, established the product line to provide a set of web-based Energy Information Services to large commercial / industrial/ governmental Utility's customers

APPENDIX C: FINANCIAL STATEMENT

As a publicly traded company, Ameresco's most current prospectus, including Balance Sheet and Cash Flow statement is provided within our audited, publicly available 10-K financial statement information filed with the U.S. Securities and Exchange Commission.

The Company's most recent 10 – K for the period ending December 31, 2017 may be located using the U.S. Securities and Exchange Commission website as follows:

<https://www.sec.gov/Archives/edgar/data/1488139/000148813918000015/amrc1231201710-k.htm>

The company's most recent 10-Q, from September 30, 2018:

<https://www.sec.gov/Archives/edgar/data/1488139/000148813918000089/amrc930201810-qq318.htm>

Ameresco's consolidated financial statements, which can also be found on page 26 of the 10-K for the period ending December 31, 2017, are provided below.

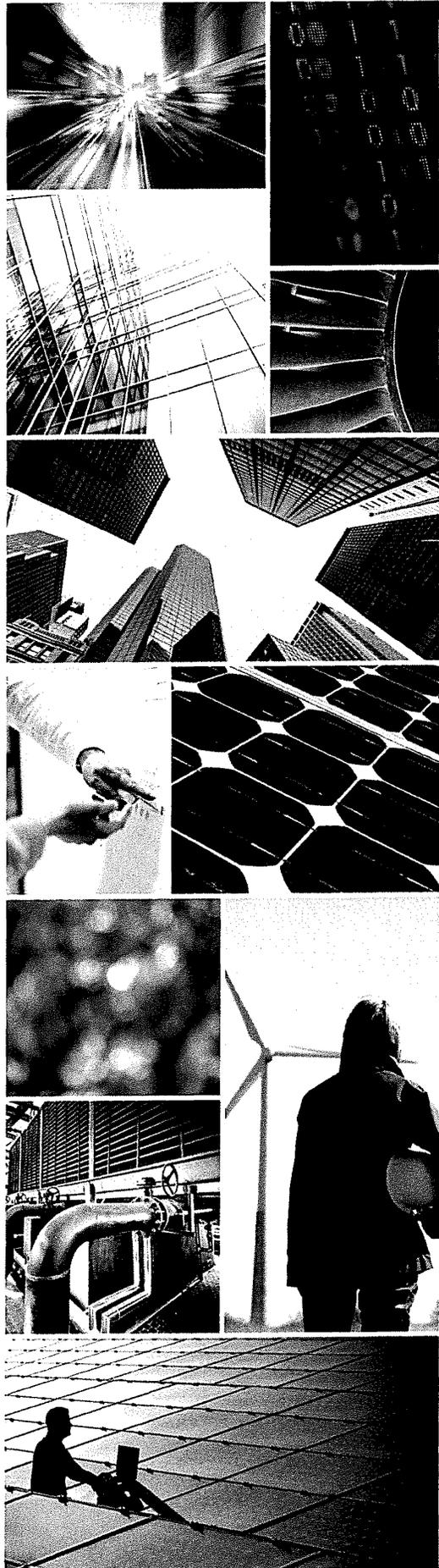
	Year Ended December 31,				
	2017	2016	2015	2014	2013
	(in thousands, except share and per share data)				
Consolidated Statements of Income (Loss) Data:					
Revenues	\$ 717,152	\$ 651,227	\$ 630,832	\$ 593,241	\$ 574,171
Cost of revenues	572,994	516,883	513,768	476,309	470,846
Gross profit	144,158	134,344	117,064	116,932	103,325
Selling, general and administrative expenses	107,570	110,568	110,007	103,781	96,693
Operating income	36,588	23,776	7,057	13,151	6,632
Other expenses, net	7,871	7,409	6,765	6,859	3,873
Income before provision for income taxes	28,717	16,367	292	6,292	2,759
Income tax provision (benefit)	(4,791)	4,370	4,976	(4,091)	345
Net income (loss)	33,508	11,997	(4,684)	10,383	2,414
Net loss attributable to redeemable non-controlling interest	3,983	35	5,528	—	—
Net income attributable to common shareholders	\$ 37,491	\$ 12,032	\$ 844	\$ 10,383	\$ 2,414
Net income per share attributable to common shareholders:					
Basic	\$ 0.82	\$ 0.26	\$ 0.02	\$ 0.22	\$ 0.05
Diluted	\$ 0.82	\$ 0.26	\$ 0.02	\$ 0.22	\$ 0.05
Weighted average common shares outstanding:					
Basic	45,509,000	46,409,000	46,494,000	46,162,000	45,560,000
Diluted	45,748,000	46,493,000	47,665,000	47,028,000	46,685,000
	As of December 31,				
	2017	2016	2015	2014	2013
	(in thousands)				
Consolidated Balance Sheet Data:					
Cash and cash equivalents	\$ 24,262	\$ 20,607	\$ 21,645	\$ 23,762	\$ 17,171
Current assets	287,078	226,061	263,698	215,795	247,009
Federal ESPC receivable ⁽¹⁾	248,917	158,209	125,804	79,167	44,297
Energy assets, net	356,443	319,758	244,309	217,772	210,744
Total assets	983,951	797,281	723,440	617,550	600,983
Current liabilities	202,142	190,602	179,723	142,934	133,288
Long-term debt, less current portion	173,237	140,593	100,490	85,724	97,902
Federal ESPC liabilities ⁽¹⁾	235,088	133,003	122,040	70,875	44,297
Total stockholders' equity	\$ 336,620	\$ 294,306	\$ 287,409	\$ 286,306	\$ 276,806

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CONTACT:

AMERESCO, INC.
111 SPEEN STREET
FRAMINGHAM, MA 01701

BRIAN WHITE
BUSINESS DEVELOPMENT MANAGER
T: 508-598-3019
BWHITE@AMERESCO.COM



Energy Supply Contract Summary Tables

Lists supply contracts negotiated via Ameresco by year



2016

<u>Company</u>	<u>City</u>	<u>ST</u>	<u>Fuel</u>	<u>Utility</u>	<u>Supplier</u>	<u>Price Product</u>	<u>Supply Contract Negotiated</u>	<u>Start</u>	<u>End</u>	<u># of Months</u>	<u>Unit</u>	<u>Annual Volume</u>	<u>Contract Price</u>	<u>Renewal</u>
	Multiple	SC	Natural Gas	Piedmont NG	Texican	NYMEX FS + Fixed	10/03/16	Nov-16	Oct-17	12	Dth	253,595	NYMEX Final Settle + \$0.887	
	Warwick	RI	Electric	National Grid	TransCanada	Fixed + Capacity P	10/05/16	Jan-17	Oct-18	22	kWh	6,283,718	\$0.04784 + Capacity PT	
	Milwaukee	WI	Natural Gas	WPS	BP Canada	NYMEX FS + Fixed	10/05/16	Nov-16	Oct-18	24	Dth	1,522	NYMEX Final Settle + \$0.70	
	Warwick	RI	Natural Gas	National Grid	Direct Energy	NYMEX FS + Fixed	10/06/16	Jan-17	Dec-19	36	Dth	16,554	NYMEX Final Settle + \$1.578	
	Addison	IL	Electric	ComEd	Dynegy	All-In Fixed	12/21/16	Jan-17	Jan-19	24	kWh	2,160,000	\$0.06184	

2017

<u>Company</u>	<u>City</u>	<u>ST</u>	<u>Fuel</u>	<u>Utility</u>	<u>Supplier</u>	<u>Price Product</u>	<u>Supply Contract Negotiated</u>	<u>Start</u>	<u>End</u>	<u># of Months</u>	<u>Unit</u>	<u>Annual Volume</u>	<u>Contract Price</u>	<u>Renewal</u>
	Agawam	MA	Electric	Eversource	Constellation	Block/Index + Fixed	02/03/17	May-17	Dec-18	19	kWh	8,715,789	Index + \$0.00258	
	Camden	DE	Electric	Delmarva	Direct Energy	All-In Fixed	02/28/17	Mar-17	Mar-20	36	kWh	10,090,673	\$0.05141	
	Camden	DE	Natural Gas	Chesapeake	PESCO	All-In Fixed	03/15/17	Apr-17	Mar-19	24	Dth	13,169	\$3.940	
	Multiple	SC	Natural Gas	Piedmont NG	Texican	NYMEX FS + Fixed	07/11/17	Nov-17	Oct-19	24	Dth	229,000	NYMEX Final Settle + \$0.887	Renewal

2018

<u>Company</u>	<u>City</u>	<u>ST</u>	<u>Fuel</u>	<u>Utility</u>	<u>Supplier</u>	<u>Price Product</u>	<u>Supply Contract Negotiated</u>	<u>Start</u>	<u>End</u>	<u># of Months</u>	<u>Unit</u>	<u>Annual Volume</u>	<u>Contract Price</u>	<u>Renewal</u>
	Agawam	MA	Electric	Eversource	Constellation	All-In Fixed	05/31/18	Jun-18	Dec-18	6	kWh	1,366,000	\$0.10186	
	Warwick	RI	Electric	National Grid	TransCanada	Fixed + Capacity P	06/05/18	Nov-18	Oct-19	12	kWh	5,915,915	\$0.04844 + Capacity PT	Renewal
	Agawam	MA	Electric	Eversource	Constellation	All-In Fixed	06/20/18	Dec-18	Dec-19	12	kWh	7,400,000	\$0.09877	
	Agawam	MA	Natural Gas	Columbia Gas	Constellation	All-In Fixed	06/20/18	Jul-18	Oct-19	16	Dth	57,400	\$6.29000	
	Agawam	MA	Electric	Eversource	Constellation	Block/Index + Fixed	06/29/18	Dec-18	Dec-19	12	kWh	9,696,378	Index + \$0.0024	Renewal
	Milwaukee	WI	Natural Gas	WPS	BP Canada	All-In Fixed Price	03/26/18	Nov-18	Oct-20	24	Dth	3,800	\$3.079	Renewal
	Multiple	SC	Natural Gas	Piedmont NG	Texican	NYMEX FS + Fixed	12/21/18	Jan-19	Dec-22	36	Dth	245,154	NYMEX Final Settle + \$0.887	Blend & Extend

2019

<u>Company</u>	<u>City</u>	<u>ST</u>	<u>Fuel</u>	<u>Utility</u>	<u>Supplier</u>	<u>Price Product</u>	<u>Supply Contract Negotiated</u>	<u>Start</u>	<u>End</u>	<u># of Months</u>	<u>Unit</u>	<u>Annual Volume</u>	<u>Contract Price</u>	<u>Renewal</u>
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Annualized Savings Vs Prior Supply Price by Year
Compares negotiated portion (only) of price



2016												
Company	City	ST	Fuel	Price Product	Contract Negotiated	Start	End	# of Months	Unit	Annual Volume	Prior Supply Price	New Supply Price
	Multiple	SC	Natural Gas	NYMEX FS + I	10/03/16	Nov-16	Oct-17	12	Dth	243,849	\$1.060	\$0.887
	Warwick	RI	Electric	Fixed + Capac	10/05/16	Jan-17	Oct-18	22	kWh	6,416,917	\$0.05892	\$0.04784
	Milwaukee	WI	Natural Gas	NYMEX FS + I	10/05/16	Nov-16	Oct-18	24	Dth	3,414	\$0.950	\$0.700
	Warwick	RI	Natural Gas	NYMEX FS + I	10/06/16	Jan-17	Dec-19	36	Dth	17,332	\$2.190	\$1.578
	Addison	IL	Electric	All-In Fixed	12/21/16	Jan-17	Jan-19	24	kWh	2,093,984	Utility	\$0.06184

Savings Vs Prior Supply Price		
\$/Unit	\$	%
\$0.173	\$42,186	16.3%
\$0.011	\$71,099	18.8%
\$0.250	\$854	26.3%
\$0.612	\$10,607	27.9%

\$124,746

2017												
Company	City	ST	Fuel	Price Product	Contract Negotiated	Start	End	# of Months	Unit	Annual Volume	Prior Supply Price	New Supply Price
	Agawam	MA	Electric	Block/Index +	02/03/17	May-17	Dec-18	19	kWh	8,285,560	N/A	Variable
	Camden	DE	Electric	All-In Fixed	02/28/17	Mar-17	Mar-20	36	kWh	10,546,037	\$0.06189	\$0.05141
	Camden	DE	Natural Gas	All-In Fixed	03/15/17	Apr-17	Mar-19	24	Dth	11,683	\$5.080	\$3.940
	Multiple	SC	Natural Gas	NYMEX FS + I	07/11/17	Nov-17	Oct-19	24	Dth	243,849	\$0.887	\$0.553

Savings Vs Prior Supply Price		
\$/Unit	\$	%
\$0.010	\$110,522	16.9%
\$1.140	\$13,319	22.4%
\$0.334	\$81,446	37.7%

\$205,287

2018												
Company	City	ST	Fuel	Price Product	Contract Negotiated	Start	End	# of Months	Unit	Annual Volume	Prior Supply Price	New Supply Price
	Agawam	MA	Electric	All-In Fixed	05/31/18	Jun-18	Dec-18	6	kWh	1,366,000	Utility	\$0.10186
	Warwick	RI	Electric	Fixed + Capac	06/05/18	Nov-18	Oct-19	12	kWh	5,915,915	\$0.04784	\$0.04844
	Agawam	MA	Electric	All-In Fixed	06/20/18	Dec-18	Dec-19	12	kWh	7,400,000	\$0.08401	\$0.09877
	Agawam	MA	Natural Gas	All-In Fixed	06/20/18	Jul-18	Oct-19	16	Dth	57,400	Utility	\$6.290
	Agawam	MA	Electric	Block/Index +	06/29/18	Dec-18	Dec-19	12	kWh	9,696,378	Variable	Variable
	Milwaukee	WI	Natural Gas	All-In Fixed Pri	03/26/18	Nov-18	Oct-20	24	Dth	3,800	\$0.700	\$0.210
	Multiple	SC	Natural Gas	NYMEX FS + I	12/21/18	Jan-19	Dec-22	36	Dth	245,154	\$0.553	\$0.690

Savings Vs Prior Supply Price		
\$/Unit	\$	%
(\$0.001)	(\$3,550)	-1.3%
(\$0.015)	(\$109,224)	-17.6%
\$0.490	\$1,862	70.0%
(\$0.137)	(\$33,586)	-24.8%

(\$144,498)

Annual Supply Savings Vs Utility Tariff Supply Price

Volumes are annualized. Supply Prices for current year are rolling until December invoices and utility rates are posted.

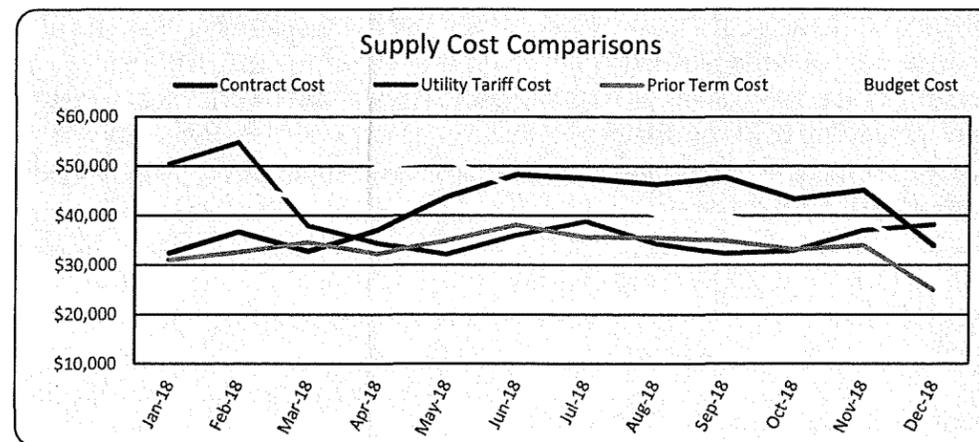
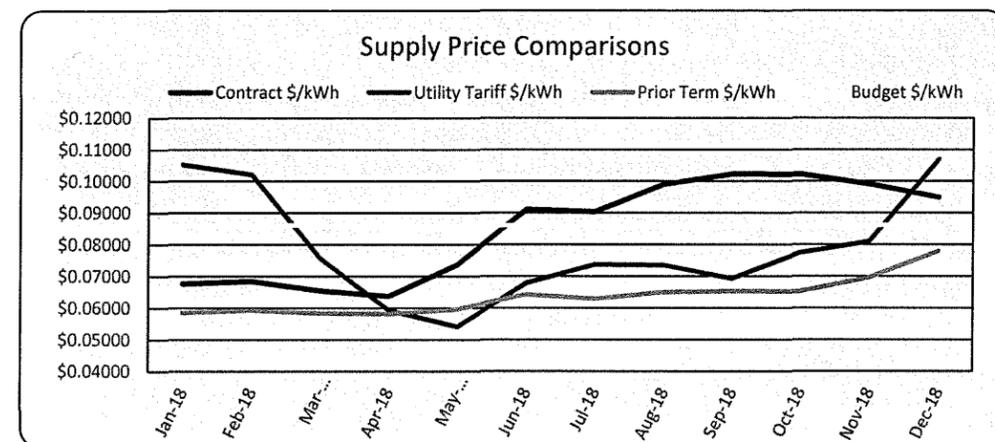


2017						Utility	Utility	New	New	Savings Vs Utility Supply Price			Utility Prices
Company	City	ST	Fuel	Unit	Annual Volume	Supply Price	Supply Cost	Contract Price	Contract Cost	\$/Dth \$/kWh	\$	%	Posted Through
	Camden	DE	Electric	kWh	10,090,673	Hourly		\$0.05143	\$518,964				
	Camden	DE	Natural Gas	Dth	13,169		\$6.868	\$3.940	\$51,886	\$2.928	\$38,562	42.6%	Dec-17
	Multiple	SC	Natural Gas	Dth	252,581		\$4.060	\$3.983	\$1,005,927	\$0.078	\$19,610	1.9%	Dec-17
	Warwick	RI	Electric	kWh	6,364,714		\$0.06199	\$0.06301	\$401,068	(\$0.001)	(\$6,521)	-1.7%	Dec-17
	Warwick	RI	Natural Gas	Dth	17,587		\$4.615	\$4.701	\$82,681	(\$0.086)	(\$1,519)	-1.9%	Dec-17
	Milwaukee	WI	Natural Gas	Dth	3,129		\$5.311	\$3.861	\$12,081	\$1.450	\$4,538	27.3%	Dec-17
	Addison	IL	Electric	kWh	1,969,800		\$0.04607	\$0.06184	\$121,812	(\$0.016)	(\$31,062)	-34.2%	Dec-17
	Agawam	MA	Electric	kWh	8,715,789		\$0.08686	\$0.06133	\$534,541	\$0.026	\$222,533	29.4%	Dec-17
										\$246,141			

2018						Utility	Utility	New	New	Savings Vs Utility Supply Price			Utility Prices
Company	City	ST	Fuel	Unit	Annual Volume	Supply Price	Supply Cost	Contract Price	Contract Cost	\$/Dth \$/kWh	\$	%	Posted Through
	Camden	DE	Electric	kWh	10,233,262	Hourly		\$0.05226	\$534,755				
	Camden	DE	Natural Gas	Dth	11,343		\$7.792	\$3.940	\$44,691	\$3.852	\$43,696	49.4%	Dec-18
	Multiple	SC	Natural Gas	Dth	245,154		\$3.827	\$3.841	\$941,518	(\$0.013)	(\$3,286)	-0.4%	Dec-18
	Warwick	RI	Electric	kWh	5,915,915		\$0.07747	\$0.08363	\$494,725	(\$0.006)	(\$36,405)	-7.9%	Dec-18
	Warwick	RI	Natural Gas	Dth	19,031		\$6.269	\$4.729	\$90,009	\$1.539	\$29,296	24.6%	Dec-18
	Milwaukee	WI	Natural Gas	Dth	3,800		\$5.197	\$3.476	\$13,209	\$1.721	\$6,539	33.1%	Dec-18
	Addison	IL	Electric	kWh	2,092,862		\$0.05473	\$0.06184	\$129,423	(\$0.007)	(\$14,874)	-13.0%	Dec-18
	Agawam	MA	Electric	kWh	9,696,378		\$0.10662	\$0.08578	\$831,734	\$0.021	\$202,139	19.6%	Dec-18
	Agawam	MA	Electric	kWh	643,328		\$0.12707	\$0.09877	\$63,542	\$0.028	\$18,207	22.3%	Dec-18
	Agawam	MA	Natural Gas	Dth	23,492		\$5.067	\$6.394	\$150,214	(\$1.328)	(\$31,189)	-26.2%	Dec-18
										\$214,123			

2019						Rolling	Rolling	Rolling	Rolling	Savings Vs Utility Supply Price			Utility Prices
Company	City	ST	Fuel	Unit	Annual Volume	Utility Supply Price	Utility Supply Cost	New Contract Price	New Contract Cost	\$/Dth \$/kWh	\$	%	Posted Through
	Camden	DE	Electric	kWh		Hourly			\$0				
	Camden	DE	Natural Gas	Dth			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Multiple	SC	Natural Gas	Dth			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Warwick	RI	Electric	kWh			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Warwick	RI	Natural Gas	Dth			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Milwaukee	WI	Natural Gas	Dth			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Addison	IL	Electric	kWh			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Agawam	MA	Electric	kWh			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Agawam	MA	Electric	kWh			\$0		\$0	\$0.000	\$0	#DIV/0!	
	Agawam	MA	Natural Gas	Dth			\$0		\$0	\$0.000	\$0	#DIV/0!	
										\$0			

	Volume kWh's	Supply Contract Costs			Utility Costs		Gross Receipts Tax \$	Total		Utility Tariff Supply NatGrid Rate G-32		Supply Savings Vs Utility Tariff Supply			2017 All-In Costs				All-In Savings Vs All-In 2017 Costs			Supply (only) Budget		Supply Savings Vs Budget				
		Fixed \$/kWh's	Capacity Pass-Thru	Winter Rel Pass-Thru	Supply \$/kWh	Supply \$		Delivery \$/kWh	Delivery \$	\$/kWh	\$	\$/kWh	\$	\$/kWh	\$	%	Supply	Delivery	Total	\$	\$/kWh	\$	%	\$/kWh	\$	\$/kWh	\$	%
Jan-18	478,013	\$0.04784	\$0.01876	\$0.00104	\$0.06764	\$32,332	\$0.08302	\$39,684	\$143	\$0.15095	\$72,158	\$0.10522	\$50,297	\$0.038	\$17,965	36%	\$0.05856	\$0.07111	\$0.13003	\$68,710	(\$0.021)	(\$3,449)	-5%	\$0.08600	\$41,109	\$0.018	\$8,778	21%
Feb-18	536,217	\$0.04784	\$0.01991	\$0.00069	\$0.06844	\$36,700	\$0.07674	\$41,147	\$155	\$0.14547	\$78,002	\$0.10204	\$54,716	\$0.034	\$18,016	33%	\$0.05924	\$0.07214	\$0.13174	\$72,377	(\$0.014)	(\$5,625)	-8%	\$0.08600	\$46,115	\$0.018	\$9,415	20%
Mar-18	500,200	\$0.04784	\$0.01762	\$0.00000	\$0.06546	\$32,743	\$0.07874	\$39,384	\$143	\$0.14448	\$72,270	\$0.07567	\$37,850	\$0.010	\$5,107	13%	\$0.05837	\$0.07009	\$0.12881	\$76,189	(\$0.016)	\$3,919	5%	\$0.08600	\$43,017	\$0.021	\$10,275	24%
Apr-18	581,379	\$0.04784	\$0.01589	\$0.00000	\$0.06373	\$37,052	\$0.07016	\$40,789	\$155	\$0.13416	\$77,996	\$0.05913	\$34,377	(\$0.005)	(\$2,675)	-8%	\$0.05811	\$0.07419	\$0.13256	\$73,516	(\$0.002)	(\$4,480)	-6%	\$0.08600	\$49,999	\$0.022	\$12,946	26%
May-18	593,894	\$0.04784	\$0.02588	\$0.00000	\$0.07372	\$43,782	\$0.06982	\$41,468	\$170	\$0.14383	\$85,421	\$0.05396	\$32,047	(\$0.020)	(\$11,736)	-37%	\$0.05958	\$0.07432	\$0.13417	\$78,651	(\$0.010)	(\$6,770)	-9%	\$0.08600	\$51,075	\$0.012	\$7,293	14%
Jun-18	529,868	\$0.04784	\$0.04322	\$0.00000	\$0.09106	\$48,250	\$0.07364	\$39,020	\$175	\$0.16503	\$87,444	\$0.06774	\$35,893	(\$0.023)	(\$12,356)	-34%	\$0.06421	\$0.07454	\$0.13903	\$82,325	(\$0.026)	(\$5,120)	-6%	\$0.08600	\$45,569	(\$0.005)	(\$2,681)	-6%
Jul-18	525,996	\$0.04784	\$0.04254	\$0.00000	\$0.09038	\$47,538	\$0.07909	\$41,599	\$179	\$0.16980	\$89,316	\$0.07366	\$38,745	(\$0.017)	(\$8,793)	-23%	\$0.06285	\$0.07922	\$0.14235	\$80,579	(\$0.027)	(\$8,736)	-11%	\$0.08600	\$45,236	(\$0.004)	(\$2,303)	-5%
Aug-18	467,461	\$0.04784	\$0.05120	\$0.00000	\$0.09904	\$46,296	\$0.07500	\$37,425	\$150	\$0.17942	\$83,871	\$0.07343	\$34,326	(\$0.026)	(\$11,971)	-35%	\$0.06501	\$0.07900	\$0.14429	\$78,805	(\$0.035)	(\$5,066)	-6%	\$0.08600	\$40,202	(\$0.013)	(\$6,095)	-15%
Sep-18	465,891	\$0.04784	\$0.05453	\$0.00000	\$0.10237	\$47,693	\$0.07500	\$39,396	\$150	\$0.18725	\$87,239	\$0.06917	\$32,226	(\$0.033)	(\$15,467)	-48%	\$0.06520	\$0.07869	\$0.14418	\$77,166	(\$0.043)	(\$10,073)	-13%	\$0.08600	\$40,067	(\$0.016)	(\$7,626)	-19%
Oct-18	424,113	\$0.04784	\$0.05434	\$0.00000	\$0.10218	\$43,335	\$0.07500	\$37,225	\$150	\$0.19030	\$80,710	\$0.07740	\$32,826	(\$0.025)	(\$10,509)	-32%	\$0.06514	\$0.07800	\$0.14342	\$72,928	(\$0.047)	(\$7,781)	-11%	\$0.08600	\$36,474	(\$0.016)	(\$6,862)	-19%
Nov-18	455,852	\$0.04844	\$0.05056	\$0.00000	\$0.09900	\$45,127	\$0.07500	\$38,936	\$151	\$0.18474	\$84,215	\$0.08099	\$36,919	(\$0.018)	(\$8,208)	-22%	\$0.06958	\$0.07995	\$0.14983	\$72,919	(\$0.035)	(\$11,296)	-15%	\$0.08600	\$39,203	(\$0.013)	(\$5,924)	-15%
Dec-18	357,031	\$0.04844	\$0.04644	\$0.00000	\$0.09488	\$33,877	\$0.07500	\$35,361	\$152	\$0.19435	\$69,390	\$0.10671	\$38,099	\$0.012	\$4,222	11%	\$0.07790	\$0.09821	\$0.17646	\$56,446	(\$0.018)	(\$12,944)	-23%	\$0.08600	\$30,705	(\$0.009)	(\$3,172)	-10%
	5,915,915				\$0.08363	\$494,725	\$0.07537	\$471,435	\$1,873	\$0.16363	\$968,033	\$0.07747	\$458,320	(\$0.006)	(\$36,405)	-8%	\$0.06301	\$0.07661	\$0.13993	\$890,611	(\$0.024)	(\$77,421)	-9%	\$0.08600	\$508,769	\$0.002	\$14,044	3%



Warwick, RI - Natural Gas Contract
 Compares Supply Contract Cost Vs Utility Tariff, Prior Term, and Budget

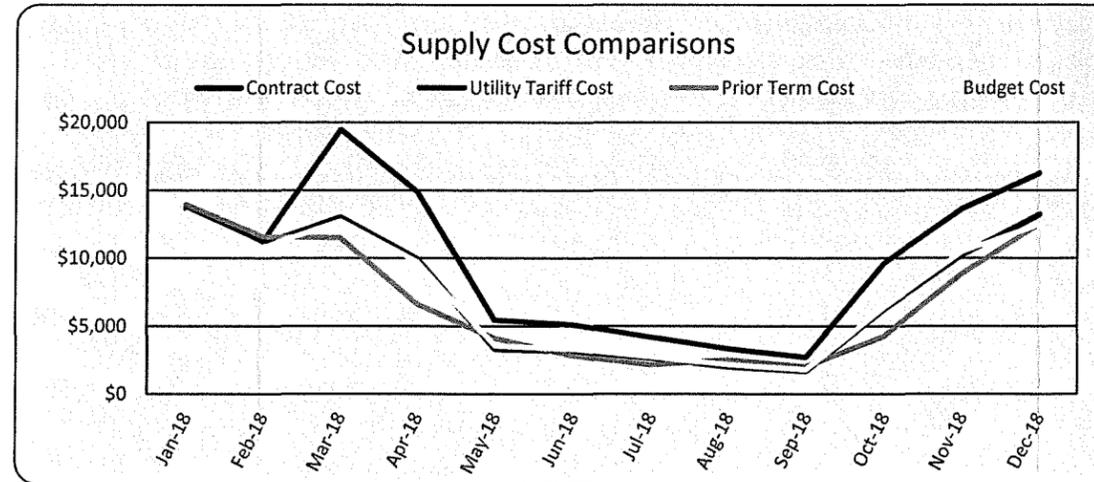
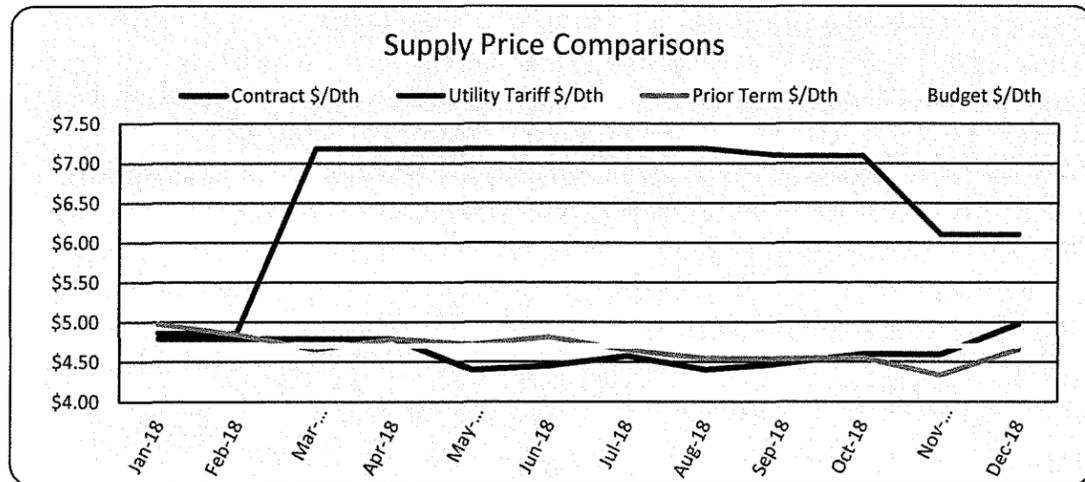
Estimates
 Actuals



Completed by Ameresco
 04/19/18

As of 12/31/18

	Supply Volume Dth's	Supply Contract Costs				Utility Costs		Gross Receipts Tax \$	Total		Utility Tariff Supply NatGrid Rate 23		Supply Savings Vs Utility Tariff Supply		2017 All-In Costs				All-In Savings Vs All-In 2017 Costs			Supply (only) Budget		Supply Savings Vs Budget			
		Commodity \$/Dth	Basis \$/Dth	Supply \$/Dth	Supply \$	Delivery \$/Dth	Delivery \$		\$/Dth	\$	\$/Dth	\$	\$/Dth	\$	%	Supply	Delivery	Total	\$	\$/Dth	\$	%	\$/Dth	\$	\$/Dth	\$	%
Jan-18	2,843	\$3.21	\$1.58	\$4.79	\$13,622	\$3.82	\$10,854	\$38	\$8.62	\$24,513	\$4.86	\$13,815	\$0.07	\$193	1%	\$4.98	\$3.67	\$8.66	\$24,226	\$0.04	\$112	0%	\$4.70	\$13,363	(\$0.09)	(\$259)	-2%
Feb-18	2,296	\$3.21	\$1.58	\$4.79	\$10,999	\$3.93	\$9,011	\$31	\$8.73	\$20,041	\$4.86	\$11,155	\$0.07	\$156	1%	\$4.84	\$3.77	\$8.63	\$20,592	(\$0.10)	(\$237)	-1%	\$4.70	\$10,790	(\$0.09)	(\$209)	-2%
Mar-18	2,708	\$3.21	\$1.58	\$4.79	\$12,974	\$3.83	\$10,362	\$36	\$8.63	\$23,372	\$7.18	\$19,452	\$2.39	\$6,478	33%	\$4.65	\$3.74	\$8.41	\$20,756	(\$0.22)	(\$590)	-3%	\$4.70	\$12,728	(\$0.09)	(\$246)	-2%
Apr-18	2,066	\$3.21	\$1.58	\$4.79	\$9,898	\$4.18	\$8,626	\$29	\$8.98	\$18,553	\$7.18	\$14,840	\$2.39	\$4,942	33%	\$4.79	\$4.55	\$9.37	\$12,947	\$0.39	\$805	6%	\$4.70	\$9,710	(\$0.09)	(\$188)	-2%
May-18	753	\$2.82	\$1.58	\$4.40	\$3,311	\$5.43	\$4,089	\$9	\$9.84	\$7,410	\$7.18	\$5,407	\$2.78	\$2,096	39%	\$4.72	\$5.23	\$9.99	\$8,629	\$0.15	\$114	1%	\$4.70	\$3,538	\$0.30	\$227	6%
Jun-18	706	\$2.87	\$1.58	\$4.45	\$3,146	\$5.56	\$3,929	\$11	\$10.03	\$7,086	\$7.18	\$5,075	\$2.73	\$1,929	38%	\$4.81	\$6.11	\$10.99	\$6,407	\$0.96	\$678	11%	\$4.70	\$3,320	\$0.25	\$175	5%
Jul-18	581	\$3.00	\$1.58	\$4.57	\$2,659	\$6.02	\$3,497	\$9	\$10.60	\$6,165	\$7.18	\$4,176	\$2.61	\$1,517	36%	\$4.65	\$6.83	\$11.55	\$5,327	\$0.95	\$552	10%	\$4.70	\$2,732	\$0.13	\$73	3%
Aug-18	458	\$2.82	\$1.58	\$4.40	\$2,015	\$6.71	\$3,071	\$7	\$11.12	\$5,093	\$7.18	\$3,290	\$2.78	\$1,275	39%	\$4.55	\$6.28	\$10.89	\$5,981	(\$0.23)	(\$104)	-2%	\$4.70	\$2,153	\$0.30	\$137	6%
Sep-18	378	\$2.90	\$1.58	\$4.48	\$1,692	\$7.78	\$2,938	\$6	\$12.28	\$4,636	\$7.09	\$2,677	\$2.61	\$986	37%	\$4.54	\$7.00	\$11.62	\$5,107	(\$0.66)	(\$249)	-5%	\$4.70	\$1,775	\$0.22	\$83	5%
Oct-18	1,353	\$3.02	\$1.58	\$4.60	\$6,225	\$4.51	\$6,103	\$18	\$9.12	\$12,346	\$7.09	\$9,596	\$2.49	\$3,371	35%	\$4.55	\$5.10	\$9.69	\$9,020	\$0.57	\$771	9%	\$4.70	\$6,361	\$0.10	\$137	2%
Nov-18	2,229	\$3.01	\$1.58	\$4.59	\$10,236	\$3.68	\$8,200	\$28	\$8.28	\$18,464	\$6.10	\$13,595	\$1.51	\$3,359	25%	\$4.33	\$4.06	\$8.41	\$17,123	\$0.12	\$278	2%	\$4.70	\$10,475	\$0.11	\$239	2%
Dec-18	2,660	\$3.40	\$1.58	\$4.97	\$13,232	\$3.56	\$9,465	\$34	\$8.54	\$22,732	\$6.10	\$16,228	\$1.13	\$2,996	18%	\$4.65	\$3.88	\$8.55	\$23,009	\$0.00	\$11	0%	\$4.70	\$12,504	(\$0.27)	(\$729)	-6%
	19,031			\$4.73	\$90,009	\$4.21	\$80,147	\$256	\$8.95	\$170,412	\$6.27	\$119,304	\$1.54	\$29,296	25%	\$4.70	\$4.32	\$9.05	\$159,124	\$0.09	\$2,139	1%	\$4.70	\$89,448	(\$0.03)	(\$561)	-1%



ALBANY COUNTY AIRPORT AUTHORITY

NOTICE OF REQUEST FOR PROPOSALS

ENERGY BROKER

CONTRACT NO. 1001-EB

The Albany County Airport Authority (“Authority”), Albany New York is seeking proposals from qualified proposers to provide energy consultant services at Albany International Airport. The Authority seeks excellent affordable quality services.

A formal Request for Proposals (“RFP”) will be available January 17, 2019, at the Office of the Albany Airport Purchasing Agent, Administration Building, Suite 204, Albany, New York 12211-1057 or at Bid Net Direct (www.bidnetdirect.com/albany-county-airport-authority). No Proposal shall be considered unless the organization making the proposal has first obtained a copy of the RFP. Specific Detail of the qualification and scope of services are provided in the RFP.

The Proposer’s qualifications, proposed fee, and compliance with the requirements of the Authority will be used during the evaluation of the proposal selection. Participation by New York State Certified Minority and Women Business Enterprises and New York State Certified Service Disabled Veteran Owned Businesses is encouraged.

The response to this RFP must be received no later than 2:00 P.M.(EST) on February 26, 2019, in the Office of the Albany County Airport Authority Purchasing Agent.

The Authority reserves the right to reject any or all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional proposals.

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SECTION I: INTRODUCTION

The Albany County Airport Authority hereby solicits sealed competitive proposals from Energy Brokers to provide services at the Albany International Airport (“the Airport”).

It is the purpose of this Request for Proposals (RFP) to select a vendor to provide the service that will best satisfy the current and future requirements of the Airport.

This RFP does not commit the Authority to pay any costs incurred in the preparation of proposals. Further, the Authority reserves the right to accept or reject any or all proposals or any part of a proposal, if it is in its best interest to do so.

Any factual information contained in this RFP is for informational purposes only, and is subject to independent verification by the proposer.

SECTION II: SCHEDULE

The anticipated schedule of key events with regard to this RFP process is as follows:

RFP Issued	January 17, 2019
Proposal Due Date	February 26, 2019 at 2:00 P.M. (EST)
Award Date	March 2019
Contract Start Date	March/April 2019

- (1) The Authority reserves the right to revise these dates as needed.

SECTION III: OVERVIEW OF ALBANY AIRPORT

A. The Airport

The Airport is owned by the County of Albany (the “County”) and is occupied and operated by the Authority under an Airport Lease Agreement with the County, pursuant to which the County has leased the Airport to the Authority for a term of forty (40) years commencing May 16, 1996.

B. The Authority

The Authority is a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act, constituting Title 32 of Article 8 of the New York State Public Authorities Law. The State of New York created the Authority in 1993 and empowered it, among other things, to promote the strengthening and improvement of the Airport and to facilitate the financing and construction of the Terminal Improvement Program (TIP) and other capital programs, and gave the Authority the power to manage, operate, maintain, and improve the Airport.

C. Air Transportation Area Served

The Airport is the sole provider of commercial air transportation serving the eastern upstate region of New York State, including the City of Albany, the Capital of the State of New York. The Airport’s primary air trade area (the area from which the Airport draws the majority of its passengers) encompasses 11 counties in eastern New York State, which include the Albany-Schenectady-Troy and Glens Falls Metropolitan Statistical Areas, as well as Berkshire County, Massachusetts and Bennington County, Vermont. As of December 31, 2018, the Airport had scheduled passenger service provided by seven of the nation’s major airlines and approximately thirteen regional/commuter airlines. Two all-cargo carriers provide cargo service at the Airport. In addition, the Airport provides service to military aircraft and general aviation, including recreational and corporate users. The Airport serves primarily origin and destination (“O&D”) passenger traffic. In 2018, 2.8 million passengers used the Airport.

SECTION IV: RFP PROCESS

A. Interpretation of Proposal Document

1. If discrepancies or omissions are found by any prospective proposer or if there is doubt as to the true meaning of any part of this RFP, a written request for a clarification or interpretation shall be submitted to the Authority in writing or by fax (518) 242-2640 on or before the date indicated in SECTION II.

All questions about the meaning or intent of the RFP documents shall be submitted to the Purchasing Department in writing. Replies will be issued by Addenda.

This procurement is being conducted pursuant to State Finance Law Sections 139-j and 139-k(see Exhibit A), which includes and imposes certain restrictions on communications between the Authority and Proposer during the procurement process. A proposer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the contract by the Authority (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law Section 139-j(3)(a). Designated staff, as of the date hereof, is the Purchasing Agent, Bobbi Matthews. Authority employees are also required to obtain certain information when contacted during the restricted period and the Authority will make a determination of the responsibility of the offerer/bidder. A determination of non-responsibility can lead to a proposer becoming ineligible to participate in governmental procurement contracts. Further information about these requirements can be found by examining the New York State Procurement Lobbying Law.

2. The Airport is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addendum. A copy of each addendum will be posted on Bid Net Direct at www.bidnetdirect.com//albany-county-airport-authority. Any prospective proposer that obtains a copy of the RFP from the Purchasing Office will be faxed or emailed the addenda. Any addenda so issued are to be considered a part of this RFP document.

RFP that result from the conference will be made by addendum to the RFP. Included as part of an addendum, will be all questions submitted and their answers.

Proposers are encouraged to submit any questions concerning this RFP in writing at least five business days prior to the proposal due date. Questions may be sent by US Mail, courier, or email to bmatthews@albanyairport.com. The Authority will undertake its best efforts to distribute to all Prospective Proposers, answers and Addenda at least three (3) calendar days prior to submittal date.

B. Addenda

Any interpretation, corrections and changes to this RFP and requirements or extensions to the acknowledgment/submittal date will be made by addenda. Sole issuing authority of addenda shall be vested in the Purchasing Office as entrusted by the Authority. Addenda will be posted on Bid Net Direct. If a prospective proposer obtained a copy of the RFP documents from the purchasing office directly, the addenda will be faxed to them using the fax number on file. Proponents shall acknowledge receipt of all addenda.

C. Proposals Due Date

Each qualified proposer is required to submit one (1) Master Copy of their proposal and five (5) copies in its entirety in the manner specified in the RFP. The proposal must be signed by a person authorized to legally bind the entity submitting the proposal, enclosed in a sealed envelope or package marked **CONTRACT NO 1001-EB ENERGY BROKER** and be received by mail or hand delivered to the Purchasing Office no later than **2:00 PM (EST) on February 26, 2019** at the address shown below. All proposals will be dated and time stamped with the official time by the Purchasing Office upon receipt. Any proposals received after this stipulated time may be returned unopened.

Proposals are to be sent or delivered to:

Albany County Airport Authority
Purchasing Office
Albany International Airport
Administration Building, Second Floor, Room 204
Albany, New York 12211-1057

E. Late Proposals

Proposals received in the Authority Purchasing Office after the submission deadline may be returned unopened and considered void and unacceptable. The Authority is not responsible for lateness of mail, carrier, etc. and the date/time stamp in the Purchasing Office shall be the official time of receipt.

F. Altering Proposals

Proposals cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

G. Withdrawal of Proposal

A proposal may not be withdrawn or canceled by the proposer without forfeiture of the Bond or Letter of Credit following the date designated for the acknowledgment of proposals and proponent so agrees upon submittal of their proposal.

H. Exclusion

No oral, telegraphic, telephonic or facsimile proposals will be considered.

I. No Submittal

Should the proposer not wish to submit at this time but wishes to remain on the list for future procurements, please submit a “NO SUBMITTAL” by the same time and at the same location as stated for acknowledgment. If response is not received in the form of a “PROPOSAL” or “NO SUBMITTAL” for three (3) consecutive RFP’s proposer shall be removed from service commodity list. If, however, you choose to “NO BID” this product and/or service and wish to remain on the commodity/service list for other commodities and/or services, please state the particular product and/or service under which you wish to be classified.

The Authority is always conscious and appreciative of the time and effort expended to submit a proposal. We would appreciate your indicating on your “NO SUBMITTAL” response any requirements of this proposal which may have influenced your decision for a “NO SUBMITTAL”.

Proponents desiring a copy of the submittal acknowledgment may request same by enclosing a self-addressed, stamped envelope with the proposal. SUBMITTAL ACKNOWLEDGMENTS WILL NOT BE GIVEN BY TELEPHONE. If you have any questions, please contact the Albany County Airport Authority Purchasing Office at (518) 242-2213.

J. Performance

1. After completion of the evaluation process and selection of the successful Proposer by the Authority, the Authority will provide a letter of award to the successful Proposer.

2. No information derived from inspection of Authority records or reports of investigation concerning the Agreements will in any way relieve the Proposer from its responsibility from properly performing its obligations under such Agreement. Available Authority reports are provided as a convenience to the Proposer without any warranty whatsoever by the Authority. The Proposer shall make its own conclusions and interpretations from the data supplied by the Authority and from information available from other sources.

SECTION V: RFP EVALUATION PROCESS

A. Evaluation Criteria

Evaluation criteria have been established to assist the Authority in determining which proposers will provide the best overall mix of products, service, choice, and quality at Albany International Airport. Evaluation shall include, but not be limited to the following:

1. Overall cost of service to the Airport. (30 Points Possible)
2. Work plan, procurement time frames, and price solicitation strategies appear well designed to minimize cost of energy cs. (50 Points Possible)
3. Proposers past experience and performance in providing similar consultant services to other similar facilities or customers. (15 Points Possible)
4. Quality of References. (5 Points Possible)

B. Evaluation of Proposals

1. Each proposal submitted will be evaluated by a Review Panel designated by the Authority.
2. During the RFP evaluation period all communication must be directed to the Purchasing Agent, Bobbi Matthews.
3. Each proposal will be evaluated according to the following process to determine if it meets the evaluation criteria outlined in this RFP.
 - a. First will be to determine whether the necessary documents included in EXHIBIT D have been submitted with the proposal package. Proposal packages failing to submit the necessary documentation shall be rejected without further evaluation and the bidder will be so informed in writing.
 - b. Second will be to determine the degree by which the proposal package is responsive to the Minimum Qualifications for consideration.
 - c. Third will be to determine whether the service proposed meets the needs of the Authority.
 - d. Each proposal will be scored. Proposals offering superior services and lower costs will be rated higher than proposals offering minimal services and higher costs.

C. Disqualification of a Proponent & Rejection of a Proposal

Any one or more of the following, among others, may be considered sufficient for the

disqualification of a proponent and the rejection of the proposal.

1. Evidence of collusion among proposers.
2. Failure to satisfy the requirements of the RFP.
3. Lack of responsibility as shown by past work, reference, or other factors.
4. Default or termination of other contracts or agreements.
5. Other causes as the Authority deems appropriate at the Authority's sole and absolute discretion.

D. Rights To Accept Or Reject

It is understood that the Authority reserves the right to accept or reject any and all proposals for any/or all products and/or services covered in this proposal and to waive irregularities or technical deficiencies that, in the judgment of the Authority, best meet the requirements of the Authority.

E. Final Selection

The final selection will be made on the basis of the Authority's determination of which proposer(s) best meets the Authority's needs set forth in the evaluation criteria in this RFP based primarily on the scoring in Section V, A.

The Authority reserves the right to interview some, none or all firms as part of the evaluation process. The Authority reserves the right to accept more than one proposal if in the best interests of the Authority.

SECTION VIII: PROPOSAL SUBMISSION REQUIREMENTS

A. Important Notice

The New York State Freedom of Information Law (FOIL), as set forth in Public Offerers Law, Article 6, mandates public access to certain government records. Generally, proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, proposers should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages as "CONFIDENTIAL" and inserting the following statement in the front of its proposal:

The information or data on pages _____ of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical or other information which constitute trade secrets or such, if publicly disclosed, would result in substantial injury to our competitive position. We request that the Authority use such information only for the evaluation of this proposal but we understand that the Authority must comply with the provisions of the New York State Freedom of Information Law (FOIL) and that the Authority maybe required to make public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL", and to make no claim for any damages as a result of any such disclosure by the Authority pursuant to FOIL.

In the event the Authority receives a FOIL request for disclosure of information marked as "CONFIDENTIAL", the proposer shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the proposer has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the Authority in making its determination as to whether disclosure is required under the law.

B. Minimum Qualifications

The Authority desires that all proposers possess certain experience and qualifications to ensure a high quality of Services at the Albany Airport. Therefore, proposers must meet the following minimum requirements to be considered for these services:

1. Proposer(s) must have successfully provided consultant services to similar facilities and locations to that of the Albany International Airport prior to the submission of the Proposal. A minimum of three other New York based business references are required.

2. Proposer must be able to comply with the performance schedule.
3. Proposer must be otherwise qualified and eligible to receive an award.
4. Proposer must submit completed documents listed in Exhibit D, including Financial Statements.

C. Submittal

Proposers are encouraged to submit sufficient information that is pertinent and would assist the Authority in making its decision in the award of services. In order to aid in the evaluation of proposals, issues shall be referenced in the submittal by section and item order and properly marked for evaluation referencing.

D. Submittal Requirements

The proposal submittal shall consist of the following documents in the sequence shown below. A set of tabs to identify each part of the proposal should be inserted to facilitate quick reference. Proposer shall submit six (6) bound sets including one (1) Master and five (5) identical copies.

1. **Cover Letter:** (Limit 1 page) Cover letter to identify proposer, the proposer's business organization, and the personnel the Authority should contact concerning the proposal including names, addresses, telephone numbers and fax numbers
2. **Executive Summary:** (Limit 3 pages) Executive Summary of important features of the Proposal, including a statement of minimum qualifications that should be highlighted for review by the Authority.
3. **Experience:** (Limit 3 pages) Set forth the specific experience the proposer has had with providing similar services. Identify locations and for each location describe the type of service, length of time service provided, and the name, address and telephone number of individual references. New York based business references must be given.
4. **Proposed Services Information to include:**
 - A) A detailed work plan showing the services to be performed and equipment to be utilized.
 - B) Organizational Chart specific to Albany International Airport operations, including the level of experience of your management team.
 - C) Pricing

5. Descriptive Literature:

Proposers shall submit with this proposal descriptive literature sufficient in detail to enable an intelligent comparison of the services required with that of the services stated in the proposal response.

6. Documents Required To Be Submitted With Proposal:

In addition to the information set forth above, proponents are required to provide all documents listed in this RFP, Exhibit D with the proposal submittal. Failure to provide this information may result in rejection of the proposal.

7. FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.

8. ALL PROPOSALS MUST BE RECEIVED IN AIRPORT PURCHASING OFFICE BEFORE ACKNOWLEDGMENT DATE AND TIME.

9. Signatures

Proposals must be signed in ink by an authorized officer, all partners, or all joint venture members of the company,

10. Collusion

The Authority will reject a company's proposal if more than one proposal is received from that company or if it is found that collusion exists between or amongst proposers.

11. Incomplete proposals will be rejected.

E. Documentation

Proponent shall provide with the proposal submittal all documentation required by this REQUEST FOR PROPOSAL (RFP). Failure to provide this information may result in rejection of the proposal.

Responses to the requests in this section should be in full and complete answer form, numbered consecutively, with all requested information attached. Provide as much written text as you feel is necessary to effectively communicate your concept, qualifications, etc.

F. Vendor Protest Policy & Procedures

Vendors may obtain a copy of the Airport Authority's Protest Policy and Procedures by requesting a copy of the policy from the Albany county Airport Authority Purchasing Office in writing by email to bmatthews@albanyairport.com.

Exhibit "A"
New York State Finance Law
Sections 139-j and 139-k

* § 139-j. Restrictions on contacts during the procurement process. 1. For the purposes of this section, the following terms will have the following meanings unless specified otherwise.

a. "Governmental entity" shall mean: (1) any department, board, bureau, commission, division, office, council, committee or officer of the state, whether permanent or temporary; (2) each house of the state legislature; (3) the unified court system; (4) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (5) any public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (6) a municipal agency, as that term is defined in paragraph (ii) of subdivision (s) of section one-c of the legislative law; or (7) a subsidiary or affiliate of such a public authority.

b. "Article of procurement" shall mean a commodity, service, technology, public work, construction, revenue contract, the purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of a governmental procurement.

c. "Contacts" shall mean any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement.

d. "Proposal" shall mean any bid, quotation, offer or response to a governmental entity's solicitation of submissions relating to a procurement.

e. "Governmental procurement" shall mean: (i) the public announcement, public notice, or public communication to any potential vendor of a determination of a need for a procurement, which shall include, but not be limited to, the public notification of the specifications, bid documents, request for proposals, or evaluation criteria for a procurement contract, (ii) solicitation for a procurement contract, (iii) evaluation of a procurement contract, (iv) award, approval, denial or disapproval of a procurement contract, or (v) approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the offerer.

f. "Restricted period" shall mean the period of time commencing with the earliest posting, on a governmental entity's website, in a newspaper of general circulation, or in the procurement opportunities newsletter in accordance with article four-C of the economic development law of written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method provided for by law or regulation for soliciting a response from offerers intending to result in a procurement contract with a

governmental entity and ending with the final contract award and approval by the governmental entity and, where applicable, the state comptroller.

g. "Procurement contract" shall mean any contract or other agreement, including an amendment, extension, renewal or change order to an existing contract (other than amendments, extensions, renewals, or change orders that are authorized and payable under the terms of the contract as it was finally awarded or approved by the comptroller, as applicable), for an article of procurement involving an estimated annualized expenditure in excess of fifteen thousand dollars. Grants, article eleven-B state finance law contracts, program contracts between not-for-profit organizations, as defined in article eleven-B of this chapter, and the unified court system, intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders, contracts governing organ transplants, contracts allowing for state participation in trade shows, and eminent domain transactions shall not be deemed procurement contracts.

h. "Offerer" shall mean the individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a governmental entity about a governmental procurement during the restricted period of such governmental procurement whether or not the caller has a financial interest in the outcome of the procurement; provided, however, that a governmental agency or its employees that communicates with the procuring agency regarding a governmental procurement in the exercise of its oversight duties shall not be considered an offerer.

i. "Revenue contract" shall mean any written agreement between a governmental entity, as that term is defined in subparagraphs one, four, five, six or seven of paragraph a of this subdivision, and an offerer whereby the governmental entity gives or grants a concession or a franchise.

j. "Unified court system" shall, for the purposes of this section only, mean the unified court system of the state of New York, or the office of court administration, where appropriate, other than town and village justice courts in jurisdictions with a population under fifty thousand, when it acts solely in an administrative capacity to engage in governmental procurements and shall not include the unified court system or any court of the state judiciary when it acts to hear and decide cases of original or appellate jurisdiction or otherwise acts in its judicial, as opposed to administrative, capacity.

2. Every governmental entity that undertakes a governmental procurement shall:

a. at the same time that a restricted period is imposed, designate, with regard to each governmental procurement, a person or persons who are knowledgeable about the procurement and who may be contacted by offerers relative to the governmental procurement;

b. make any determinations on any governmental procurement: (1) in a manner consistent with the principles provided for under subdivision two of section one hundred sixty-three of this chapter, or, if the governmental entity is a public benefit corporation, as that term is defined in section sixty-six of the general construction law, and the majority of the members consist of persons either appointed by the governor or who serve as members by virtue of holding a civil office of the state, the procurement guidelines adopted pursuant to section

twenty-eight hundred seventy-nine of the public authorities law, and (2) free from any conduct that would be prohibited by subdivision five of section seventy-three or section seventy-four of the public officers law, or of other applicable ethics code provisions that are equivalent to subdivision five of section seventy-three or section seventy-four of the public officers law where the public officials that are involved in the governmental procurement are not subject to subdivision five of section seventy-three or section seventy-four of the public officers law;

3. Each offerer that contacts a governmental entity about a governmental procurement shall only make permissible contacts with respect to the governmental procurement, which shall mean that the offerer:

a. shall contact only the person or persons who may be contacted by offerers as designated by the governmental entity pursuant to paragraph a of subdivision two of this section relative to the governmental procurement, except that the following contacts are exempted from the provisions of this paragraph and do not need to be directed to a designated contact pursuant to section one hundred thirty-nine-k of this article:

(1) the submission of written proposals in response to a request for proposals, invitation for bids or any other method for soliciting a response from offerers intending to result in a procurement contract;

(2) the submission of written questions by a method set forth in a request for proposals, or invitation for bids, or any other method for soliciting a response from offerers intending to result in a procurement contract, when all written questions and responses are to be disseminated to all offerers who have expressed an interest in the request for proposals, or invitation for bids, or any other method for soliciting a response from offerers intending to result in a procurement contract;

(3) participation in a demonstration, conference or other means for exchange of information in a setting open to all potential bidders provided for in a request for proposals, invitation for bids, or any other method for soliciting a response from offerers intending to result in a procurement contract;

(4) complaints by an offerer regarding the failure of the person or persons designated by the procuring governmental entity pursuant to this section to respond in a timely manner to authorized offerer contacts made in writing to the office of general counsel of the procuring governmental entity, provided that any such written complaints shall become a part of the procurement record;

(5) offerers who have been tentatively awarded a contract and are engaged in communications with a governmental entity solely for the purpose of negotiating the terms of the procurement contract after being notified of tentative award;

(6) contacts between designated governmental entity staff of the procuring governmental entity and an offerer to request the review of a procurement contract award;

(7) (a) contacts by offerers in protests, appeals or other review proceedings (including the apparent successful bidder or proposer and his or her representatives) before the governmental entity conducting the procurement seeking a final administrative determination, or in a subsequent judicial proceeding; or

(b) complaints of alleged improper conduct in a governmental procurement to the attorney general, inspector general, district attorney, or court of competent jurisdiction; or

(c) protests, appeals or complaints to the state comptroller's office during the process of contract approval, where the state comptroller's approval is required, provided that the state comptroller shall make a record of such communications and any response thereto which shall be entered into the procurement record pursuant to section one hundred sixty-three of this chapter; or

(d) complaints of alleged improper conduct in a governmental procurement conducted by a municipal agency or local legislative body to the state comptroller's office;

(8) communications between offerers and governmental entities that solely address the determination of responsibility by a governmental entity of an offerer;

(9) Any communications relating to a governmental procurement made under section one hundred sixty-two of the state finance law undertaken by (i) the non-profit-making agencies appointed pursuant to paragraph e of subdivision six of section one hundred sixty-two of the state finance law by the commissioner of the office of children and family services, the commission for the blind, or the commissioner of education, and (ii) the qualified charitable non-profit-making agencies for the blind, and qualified charitable non-profit-making agencies for other severely disabled persons as identified in subdivision two of section one hundred sixty-two of this chapter; provided, however, that any communications which attempt to influence the issuance or terms of the specifications that serve as the basis for bid documents, requests for proposals, invitations for bids, or solicitations of proposals, or any other method for soliciting a response from offerers intending to result in a procurement contract with a state agency, the state legislature, the unified court system, a municipal agency or local legislative body shall not be exempt from the provisions of this paragraph;

provided, however, that nothing in this subdivision shall be construed as recognizing or creating any new rights, duties or responsibilities or abrogating any existing rights, duties or responsibilities of any governmental entity as it pertains to implementation and enforcement of article eleven of this chapter or any other provision of law dealing with the governmental procurement process, and that nothing in this subdivision shall be interpreted to limit the authority of a governmental entity involved in a government procurement by exercise of an oversight function from providing information to offerers regarding the status of the review, oversight, or approval of a governmental procurement that has been submitted to or is under review by that governmental entity.

b. shall not attempt to influence the governmental procurement in a manner that would result in a violation or an attempted violation of subdivision five of section seventy-three or section seventy-four of the public officers law, or of other applicable ethics code provisions that are equivalent to subdivision five of section seventy-three or section seventy-four of the public officers law where the public officials that are involved in the governmental procurement are not subject to subdivision five of section seventy-three or section seventy-four of the public officers law;

4. Violations of paragraph a of subdivision three of this section

shall include any contacts during the restricted period of a governmental procurement between the offerer and any member, officer or employee of any governmental entity other than the entity conducting the governmental procurement; provided, however, that nothing in this section shall be deemed to prohibit an offerer from communicating with a member of the state legislature or legislative staff about a governmental procurement being conducted by a governmental entity other than the state legislature, or a member of the state legislature or legislative staff contacting a governmental entity about a governmental procurement being conducted by a governmental entity other than the state legislature, provided that the member of the state legislature or legislative staff is acting in his or her official capacity.

5. Governmental entity staff may consult the model guidelines that may be established by the advisory council on procurement lobbying pursuant to section one-t of the legislative law in implementing this section.

6. a. Every governmental entity shall incorporate a summary of the policy and prohibitions regarding permissible contacts during a governmental procurement pursuant to subdivision three of this section, and copies of rules and regulations and applicable governmental entity guidelines and procedures regarding permissible contacts during a governmental procurement pursuant to subdivision three of this section into their solicitation of proposals or bid documents or specifications for all procurement contracts.

b. Every governmental entity shall seek written affirmations from all offerers as to the offerer's understanding of and agreement to comply with the governmental entity's procedures relating to permissible contacts during a governmental procurement pursuant to subdivision three of this section. Such a written affirmation by an offerer shall be deemed to apply to any amendments to a procurement submitted by the governmental entity after an initial affirmation is received with an initial bid.

7. Notwithstanding any law to the contrary, prior to conducting an award of a procurement contract, a governmental entity conducting a governmental procurement shall make a final determination of responsibility of the proposed awardee in accordance with paragraph f of subdivision nine of section one hundred sixty-three of this chapter, or, if the governmental entity is a public benefit corporation, as that term is defined in section sixty-six of the general construction law, and the majority of the members consist of persons either appointed by the governor or who serve as members by virtue of holding a civil office of the state, according to the procurement guidelines adopted pursuant to subparagraph (iii) of paragraph (b) of subdivision three of section twenty-eight hundred seventy-nine of the public authorities law; provided, however, that nothing in this subdivision shall be construed as abrogating or diminishing any existing rights, duties or responsibilities of any governmental entity as it pertains to determinations of responsibility.

8. Any member, officer or employee of a governmental entity who becomes aware that an offerer has violated the provisions of subdivision three of this section with regard to permissible contacts during any governmental procurement shall immediately notify the ethics officer, inspector general, if any, or other official of the procuring governmental entity responsible for reviewing or investigating such matters. If an offerer violates the provisions of subdivision three of

this section with regard to permissible contacts at a governmental entity other than the governmental entity conducting the governmental procurement, the member, officer or employee who becomes aware of the violation shall notify the ethics officer, inspector general, if any, or other official of the governmental entity responsible for reviewing or investigating such matters where that member, officer or employee works, who shall in turn notify the ethics officer, inspector general, if any, or other official of the procuring governmental entity responsible for reviewing or investigating such matters at the procuring governmental entity.

9. Every governmental entity shall establish a process for review by its ethics officer, inspector general, if any, or other official responsible for reviewing or investigating any allegations of violations of the provisions of subdivision three of this section with regard to permissible contacts on governmental procurements, and for the imposition of sanctions if such violations have been found to exist.

10. a. Upon notification of any allegation of a violation of the provisions of subdivision three of this section with regard to permissible contacts on governmental procurements, the governmental entity's ethics officer, inspector general, if any, or other official of the procuring governmental entity responsible for reviewing or investigating such matters shall immediately investigate such allegation and, if sufficient cause exists to believe that such allegation is true, shall give the offerer reasonable notice that an investigation is ongoing and an opportunity to be heard in response to the allegation.

b. A finding that an offerer has knowingly and willfully violated the provisions of subdivision three of this section shall result in a determination of non-responsibility for such offerer, and such offerer and its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders (hereinafter, for the purposes of this paragraph "offerer"), shall not be awarded the procurement contract, unless the governmental entity finds that the award of the procurement contract to the offerer is necessary to protect public property or public health or safety, and that the offerer is the only source capable of supplying the required article of procurement within the necessary timeframe, provided, that the governmental entity shall include in the procurement record a statement describing the basis for such a finding. Any subsequent determination of non-responsibility due to violation of this section within four years of a determination of non-responsibility due to a violation of this section shall result in the offerer being rendered ineligible to submit a proposal on or be awarded any procurement contract for a period of four years from the date of the second final determination. Every governmental entity shall ensure that its solicitations of proposals for procurement contracts require offerers to disclose findings of non-responsibility due to violations of the provisions of subdivision three of this section within the previous four years by any governmental entity. The failure of offerers to timely disclose accurate and complete information or otherwise cooperate with the governmental entity in administering this provision shall be considered by the governmental entity in its determination of responsibility; provided, further, that the governmental entity shall not award a contract to an offerer who fails to timely disclose accurate and complete information or otherwise cooperate with the governmental

entity in administering this provision unless the governmental entity finds that the award of the procurement contract to the offerer is necessary to protect public property or public health or safety, and that the offerer is the only source capable of supplying the required article of procurement within the necessary timeframe, provided, that the governmental entity shall include in the procurement record a statement describing the basis for such a finding. Upon a determination of non-responsibility or debarment due to a violation of this section, the governmental entity shall notify the office of general services, which shall keep a list of all offerers who have been determined to be nonresponsible bidders or debarred due to violations of this section; the office of general services shall make publicly available such list and shall publish such list on its web site.

c. If a violation of the provisions of subdivision three of this section is found to have knowingly and willfully occurred, then the ethics officer or inspector general, if any, or other official of the procuring governmental entity responsible for reviewing or investigating such matters shall report instances of employee violation of the guidelines and procedures regarding implementation of subdivision two of this section to the governmental entity's head.

11. Nothing in this section shall be deemed to prevent: (a) contacts by offerers in protests, appeals or other review proceedings (including the apparent successful bidder or proposer and his or her representatives) before the governmental entity conducting the procurement seeking a final administrative determination, or in a subsequent judicial proceeding; or

(b) complaints of alleged improper conduct in a governmental procurement to the attorney general, inspector general, district attorney, or court of competent jurisdiction; or

(c) written protests, appeals or complaints to the state comptroller's office during the process of contract approval, where the state comptroller's approval is required by law, and where such communications and any responses thereto are made in writing and shall be entered in the procurement record pursuant to section one hundred sixty-three of this chapter; or

(d) complaints of alleged improper conduct in a governmental procurement conducted by a municipal agency or local legislative body to the state comptroller's office;

provided, however, that nothing in this subdivision shall be construed as recognizing or creating any new rights, duties or responsibilities or abrogating any existing rights, duties or responsibilities of any governmental entity as it pertains to implementation and enforcement of article eleven of this chapter or any other provision of law dealing with the governmental procurement process.

* NB Repealed July 31, 2021

* § 139-k. Disclosure of contacts and responsibility of offerers. 1. For purposes of this section, the following terms will have the following meanings unless specified otherwise.

a. "Governmental entity" shall mean: (1) any department, board, bureau, commission, division, office, council, committee or officer of the state, whether permanent or temporary; (2) each house of the state legislature; (3) the unified court system; (4) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (5) a public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (6) municipal agency, as that term is defined in paragraph (ii) of subdivision (s) of section one-c of the legislative law; or (7) a subsidiary or affiliate of such a public authority.

b. "Article of procurement" shall mean a commodity, service, technology, public work, construction, revenue contract, the purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of a governmental procurement.

c. "Contacts" shall mean any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement.

d. "Proposal" shall mean any bid, quotation, offer or response to a governmental entity's solicitation of submissions relating to a procurement.

e. "Governmental procurement" shall mean: (i) the public announcement, public notice, or public communication to any potential vendor of a determination of a need for a procurement, which shall include, but not be limited to, the public notification of the specifications, bid documents, request for proposals, or evaluation criteria for a procurement contract, (ii) solicitation for a procurement contract, (iii) evaluation of a procurement contract, (iv) award, approval, denial or disapproval of a procurement contract, or (v) approval or denial of an assignment, amendment (other than amendments that are authorized and payable under the terms of the procurement contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a procurement contract, or any other material change in the procurement contract resulting in a financial benefit to the offerer.

f. "Restricted period" shall mean the period of time commencing with the earliest posting, on a governmental entity's website, in a newspaper of general circulation, or in the procurement opportunities newsletter in accordance with article four-C of the economic development law of written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method provided for by law or regulation for soliciting a response from offerers intending to result in a procurement contract with a governmental entity and ending with the final contract award and approval by the governmental entity and, where applicable, the state comptroller.

g. "Procurement contract" shall mean any contract or other agreement, including an amendment, extension, renewal, or change order to an existing contract (other than amendments, extensions, renewals, or

change orders that are authorized and payable under the terms of the contract as it was finally awarded or approved by the comptroller, as applicable), for an article of procurement involving an estimated annualized expenditure in excess of fifteen thousand dollars. Grants, article eleven-B state finance law contracts, program contracts between not-for-profit organizations, as defined in article eleven-B of this chapter, and the unified court system, intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders, contracts governing organ transplants, contracts allowing for state participation in a trade show, and eminent domain transactions shall not be deemed procurement contracts.

h. "Offerer" shall mean the individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a governmental entity about a governmental procurement during the restricted period of such governmental procurement whether or not the caller has a financial interest in the outcome of the procurement; provided, however, that a governmental agency or its employees that communicates with the procuring agency regarding a governmental procurement in the exercise of its oversight duties shall not be considered an offerer.

i. "Revenue contract" shall mean any written agreement between a governmental entity, as that term is defined in subparagraphs one, four, five, six or seven of paragraph a of this subdivision, and an offerer whereby the governmental entity gives or grants a concession or a franchise.

j. "Unified court system" shall, for the purposes of this section only, mean the unified court system of the state of New York, or the office of court administration, where appropriate, other than town and village justice courts in jurisdictions with a population under fifty thousand, when it acts solely in an administrative capacity to engage in governmental procurements and shall not include the unified court system or any court of the state judiciary when it acts to hear and decide cases of original or appellate jurisdiction or otherwise acts in its judicial, as opposed to administrative, capacity.

2. Each governmental entity shall ensure that solicitation of proposals or bid documents or specifications, or contract documents, as applicable, for procurement contracts shall require offerers to disclose findings of non-responsibility made within the previous four years by any governmental entity where such prior finding of non-responsibility was due to: (a) a violation of section one hundred thirty-nine-j of this article, or (b) the intentional provision of false or incomplete information to a governmental entity.

3. The failure of an offerer to timely disclose accurate or complete information to a governmental entity pursuant to subdivision two of this section shall be considered by such governmental entity in its determination of the responsibility of such offerer. No procurement contract shall be awarded to any such offerer, its subsidiaries, and any related or successor entity with substantially similar function, management, board of directors, officers and shareholders (hereinafter, for the purposes of this subdivision, "offerer"), unless the governmental entity finds that the award of the procurement contract to the offerer is necessary to protect public property or public health or safety, and that the offerer is the only source capable of supplying the required article of procurement within the necessary timeframe,

provided, that the governmental entity shall include in the procurement record a statement describing the basis for such a finding.

4. Upon any contact in the restricted period, the governmental entity shall obtain the name, address, telephone number, place of principal employment and occupation of the person or organization making the contact and inquire and record whether the person or organization making such contact was the offerer or was retained, employed or designated by or on behalf of the offerer to appear before or contact the governmental entity about the governmental procurement. All recorded contacts shall be included in the procurement record for the procurement contract.

5. Any procurement contract award subject to the provisions of this section and section one hundred thirty-nine-j of this article shall contain a certification by the offerer that all information provided to the procuring governmental entity with respect to this section is complete, true and accurate, and each such procurement contract shall contain a provision authorizing the governmental entity to terminate such contract in the event such certification is found to be intentionally false or intentionally incomplete. The governmental entity shall include in the procurement record a statement describing the basis for any action taken pursuant to such termination provision.

6. Any communications received by a governmental entity from members of the state legislature, or legislative staffs, when acting in their official capacity, shall not be considered to be a "contact" within the meaning of this section and shall not be recorded by a governmental entity pursuant to this section.

* NB Repealed July 31, 2021

EXHIBIT B: CONTRACTUAL TERMS AND CONDITIONS

(This EXHIBIT to be attached to the Contract or is hereby incorporated into the Contract by reference)

A. Contract/Agreement

The successful proposal, when properly accepted by the Authority, shall be subject to all the terms and conditions of the proposal documents. The Albany County Airport Authority shall generate a contract to the successful Proposer. The successful proposer shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the Authority.

B. Contract Administrator

The Authority will designate a contract administrator with designated responsibility to ensure compliance with all the Contractual Term and Conditions, including, but not limited to, the inspection and acceptance of the service provided. The Contract Administrator will serve as liaison between the Authority and the successful proposer.

C. Performance Terms and Conditions:

- 1. The Contract shall designate the location of services. There will be scheduled hours for the performance of services and a specific locations for equipment/supply deliveries which do not conflict with the Airport's peak traffic times. Services should cause little or no interference with Airport Operations.**
- 2. The Authority shall have the right to request any improvements necessary so the services meet the specifications set forth in the RFP and the proposers response before accepting the services performed. Inspection and/or testing may be performed at the request of the Authority, with concurrence of the proposer, by an agent so designated, without expense to the Airport.**

If after inspection, problem areas that are not corrected immediately (within one (1) working day) of notification by the Authority, unless involving an emergency where work shall occur (within one (1) hour), and must be corrected using an outside source other than the successful proposer, we shall deduct charges for such outside services from payment for failure to perform in keeping with the terms of this contract.

- 3. The Authority shall retain and enforce the Performance bond if the successful proposer does not perform acceptable services by the performance date specified.**

D. Payments:

- 1. Along with vendor invoices, a Bill of Lading complete log showing the date, time of service, driver and truck number should be submitted to the Authority.**
- 2. The vendors invoice shall state any prompt payment discounts available.**

3. The Authority shall not pay any freight and/or delivery charges not specifically authorized and included on the purchase order.
4. The Authority is exempt from the State Sales Tax.
5. The Authority requires the vendor and the vendor agrees to pay suppliers/ subcontractors within ten (10) days after the vendor receives payment from the Authority.
6. If during the term of the Agreement/Contract, the successful proposer's pricing to other customers under the same terms and conditions for services awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of that reduction shall be extended to the Authority.
7. There will be no increases paid due to an escalation in any cost of materials, labor, fuel or other cost of any kind.

E. Insurance

Before commencing services, the successful proposer shall be required at their own expense to furnish the Authority within ten (10) days of notification to proceed with certified copies of all insurance requirements to be in force throughout the term of the contract as follows:

	Required Minimum Coverage
General Liability, including automobile and property damage	\$10,000,000
Worker's Compensation and Disability	New York Requirements

The Authority or the Authority's insurance underwriters may require higher or approve deviations from these suggested minimums. The Authority and the County shall be named as additional insured on all insurance policies and, as a general rule, the above reflects the types and range of required coverage.

Offeree's Insurance agent is requested to complete the Insurance Requirement Affidavit in Section VI, of this Proposal and return as part of offer.

F. Contract Term

It is the intention of the Authority to award to the successful proposer for a period of one year, with four optional one year renewals with mutual consent of both the Airport Authority and the awarded vendor.

G. Minority and Woman Owned Business Enterprise (MWBE) / Service Disabled Veteran Owned Business (SDVOB)

It is the Authority's policy to provide the maximum practicable opportunity for participation

at the Airport by minorities and women, as well as service disabled veteran owned businesses in accordance with 41 CFR Part 23 and all other applicable federal, state and local requirements. Intent to comply with the Airport EEO and DBE policies and plans, copies are available for review at the Airport Authority Offices. The percentage of work to be performed by MWBE has an established goal of 0% (percent). Copies of the complete plan are available upon request to the Authority Purchasing Office. A list of certified MWBE & SDVOBs may be obtained from the Albany County Airport Authority by contacting MWBE / SDVOB Liaison Officer, Ellen Addington at (518)242-2210. Proposers are encouraged to make a good faith effort in working toward the attainment of those goals.

Proposers will be required to submit specific plans for the implementation of the required approach or evidence of a good faith effort in working toward the attainment of those goals. Proposers that are MWBE or SDVOB must provide a copy of their certification.

H. Other Terms and Conditions:

1. Conflict Of Interest

No public official from the State of New York, County of Albany, or any local governmental unit located within the County of Albany shall have interest in the Agreement.

2. Venue

The Proposer and the Authority explicitly agrees that this RFP will be governed and construed according to the laws of the State of New York and the parties further agree that the Supreme Court, State of New York, County of Albany, the United States District Court, Northern District of New York shall be the forum for any actions brought under this RFP.

3. Silence of Requirements

The apparent silence of these Terms and Conditions as to any detail or to the apparent omission from it of the description concerning any point, shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.

4. Advertising

The successful proposer shall not advertise or publish, without the Authority's prior written approval, the fact that the Authority has entered into a contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

5. Interference

There shall be no interference with Albany Airport operations in the performance of

the services herein.

6. Termination Rights By The Authority

The Authority may terminate the contract for cause upon thirty (30) days written notice, should the successful bidder be in default of the contract. In such instances, the Authority is not required to purchase the bidder's equipment/supplies, if any, and the bidder may be required to remove all equipment/supplies at its own expense in a timely manner.

7. Representations

No information derived from inspection of Airport records or reports of investigation concerning the Agreement will in any way relieve the successful proposer from its responsibility or from properly performing its obligations under the contract. The Airport may have provided information as a convenience to the proposer and did so without any warranty whatsoever by the Authority. The successful proposer make its own conclusions and interpretations from the data supplied by the Authority and from information available from other sources.

8. Cumulative Rights

The rights and remedies provided by this Agreement is cumulative and the use of one right or remedy by a party shall not preclude or waiver the right to use any or all of the remedies.

9. Indemnification

The successful proposer, their employees or agents shall indemnify and save Albany County and the Albany County Airport Authority harmless from and against all claims, demands, losses, costs, damages, suits, actions and proceedings by whomsoever made, brought or prosecuted and in any manner based upon arising out or, related to, occasioned by or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right by the articles, methods, processes or act employed by, or plans, drawings, specifications another written data provided by, the successful proposer or its employees in concern with providing services hereunder (including, without limitations, legal expenses on a solicitor and client basis).

The successful proposer shall have the right, in order to avoid such claims demands, losses, costs, damages, suits, action or proceedings, at its expense, to substitute, non infringing equipment, materials and processes, or to modify such infringing equipment, so they become non infringing equipment. The successful proposer may wish to obtain the necessary licenses to use the infringing equipment, material and processes, if such substituted or modified equipment, materials and processes shall meet all the requirements and be subject to all the provisions of the Agreement.

The provisions of this Section shall survive the expiration or sooner termination of this Agreement.

10. Default

If the successful proposer is in default, the Authority may, in its discretion, do all things necessary to effect compliance with the laws, regulation, by laws, directives, rules and conventions referred to therein, and the successful proposer shall, on demand by the Authority, reimburse the Authority for all costs incurred by the Authority for that purpose.

11. Patents/Copyrights

The successful proposer agrees to protect the Authority from claims involving infringements of patents and/or copyrights. By submission of this bid and as part of the awarded contract for sale, the proposer agrees to ascertain whether services performed to the specifications will cause the rightful claim of any third person by way of infringement or the like. The Authority makes no warranty that the performance of services meeting the specifications will not cause such a claim, and in no event shall the Authority be liable to proposer for indemnification should the proposer be sued on the grounds of infringement or the like. If the proposer is of the opinion that an infringement or the like will result, the proposer will notify the Authority to this effect in writing within two (2) weeks after the award of the contract. If the Authority does not receive notice and is subsequently held liable for the infringement or the like, proposer will save the Authority harmless. If the proposer in good faith ascertains that the performance of series according to the specifications will result in infringement or the like, the awarded contract shall be null and void.

12. Remedies

The successful proposer and the Authority agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

13. Ethics

The proposer shall not accept or offer gifts or anything of value nor enter any business arrangement with any employee, official or agent of the Authority. Any contact by a proposer with Authority members, Airport consultants, the Chief Executive Officer, the Airport Manager or other Authority or Airport staff, other than with the Purchasing Office and the Review Panel, shall be grounds for disqualification.

14. Compliance

All equipment used in the performance of this contract must comply with all federal, state, county and local laws concerning this type of equipment and the fulfillment of all ADA (American with Disabilities Act) requirements.

15. Drug/Smoke Free

Albany International Airport maintains a drug and smoke free work place. Use, possession or under the influence of drugs and / or alcohol or smoking while in performance of the services is strictly prohibited.

16. Non Discrimination Requirements

In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, non-discrimination provisions, the Proposer agrees that neither it nor its subcontractors shall be reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Agreement.

17. Warranty

The Successful proposer shall warrant that all services shall conform to the proposed specifications, drawings, descriptions listed in the RFP, furnished by proposer, if any, and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship. The successful proposer will not limit or exclude any implied warranties and any attempt to do so may render the awarded contract voidable at the option of the Authority. In case of conflict between specifications, drawings and descriptions, the specifications shall govern.

18. Safety Warranty

Successful proposer warrants that the services provided shall conform to the standards declared by the U.S. Department of Labor under the Occupation Safety and Health Act of 1970, as amended. In the event the services provided do not conform to OSHA standards, the Authority may require the services conform at no additional expense to the Airport. In the event the successful proposer fails to make the appropriate correction within a reasonable time, any corrections made by the Authority shall be at the successful proposer's expense.

19. Inspection and Audit

The successful proposer shall keep, or cause to be kept, at its principle office, original books and records relating to hours of services, composite waste rates, including without limitation, direct and indirect payroll, and the cost for services, supplies and materials provided for or related to performing services under this Agreement. For four (4) years after the end of each year of the Term, successful proposer shall, upon 24 hours' notice given by Albany County Airport Authority to the successful proposer, afford Albany County Airport Authority and its representative access, during normal business hours, to such books and records for the purposes of inspection, extraction and audit.

20. Liability for Taxes, License and Fees

The successful proposer shall pay taxes, license and permit fees, and assessment (including without limitation, all taxes, assessments and charges based upon gross receipts, and fees required paid under any applicable licenses, leases or agreements), and any interest and penalties thereon, in any manner levied assessed, or imposed upon the successful proposer by any government or agency or instrumentality thereof having jurisdiction, arising out of, resulting from or related in the performance of any services by Successful proposer under this Agreement.

21. Option to Add or Delete

Albany County Airport Authority may, at its sole option, by notice to the proposer, add or delete portions of Albany County Airport facility in which successful proposer performs services hereunder. The charges or credits given by the successful proposer for such added or deleted areas based upon the addition of or they shall calculate reduction in the unit of measurement at the appropriate price per unit of measurement as requested as part of this bid.

EXHIBIT C: SCOPE OF SERVICES for ENERGY BROKER:

The Albany County Airport Authority is looking for an Energy Broker to assist and give guidance for electricity and natural gas procurement decisions. The awarded proposer will be required to analyze and the Airport's energy procurement process. This includes obtaining electricity, gas, etc. supply offers from qualified suppliers. These offers must be evaluated and the awarded energy broker will then assist in contract negotiations and advising on energy related matters.

The Airport Authority's goal is to procure stable and predictable prices for electric and natural gas supply. The awarded contractor will monitor the market and shall assist the Authority with carrying out its procurement policy. The awarded contractor will be tasked with gathering the information required to select an energy supplier for the Airport Authority.

The awarded energy broker will assist the Authority in obtaining pricing and market analysis to make an informed selection on Electric Supply and Natural Supply. The broker will assist in establishing supply contract terms and conditions. Please note that for electricity the procurements are broken into two major accounts groups which shall not be merged or consolidated as it would adversely impact the Airports own rate setting for aeronautical and non-aeronautical tenants.

The awarded energy broker will advise the Authority on changes in the market, new methods for procurement of energy services, and other related trends in the energy field.

The energy broker shall compile information of all Airport utility accounts, as well as historical energy consumption and cost data for each utility account, as well as historical energy consumption and cost data for each utility account. The broker shall determine the Airport's budgetary objectives and provide expertise and guidance in assisting the Authority to select the product (s) and terms(s) that best meet its needs.

See Exhibit E for the Airport's current Electric and Natural Gas contract end dates and estimated Annual Usage.

Exception/Substitutions

All proposals meeting the requirement of this RFP will be considered for the award. Proposers taking exceptions to the specifications shall do so at their own risk. By offering substitutions, the proposer shall state these exceptions in Exhibit D or by attachment as part of the proposal. Exception/substitution, if accepted, must meet or exceed specifications stated herein. The absence of such a list shall indicate that the proposer has not taken exceptions and shall hold the proposer responsible for performing in strict accordance with the specifications of the solicitation. The Authority reserves the right to accept any and/or all/none of the exceptions/substitutions deemed to be in the best interest of the Airport.

References are to be supplied with your proposal with Exhibit D.

EXHIBIT D: DOCUMENTS REQUIRED TO BE SUBMITTED WITH PROPOSAL

- A. Proposal Acknowledgment Form**
- B. Non-Collusion Affidavit**
- C. Obtained Proposal Affidavit**
- D. Offerer Disclosure of Prior Non-Responsibility Determinations**
- E. Proposal Bond**
- F. Insurance Affidavit**
- G. Company Statement for:**
 - 1. Corporation**
 - 2. Partnership**
 - 3. All Proposals**
- H. Work Force Composition**
- I. References**
- J. Proposal Submittal Form**

Exhibit D: Proposal A

PROPOSAL ACKNOWLEDGMENT FORM

The proposers acknowledge that he/she has carefully examined the RFP, the attached Agreement draft and the proposed location/s for his/her proposed operation/s.

The proposer warrants that if proposal is accepted, he/she will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFP and the executed Agreement. Proposer agrees to deliver an executed Agreement to the Albany County Airport Authority within fourteen (14) calendar days of receiving the tendered Agreement from the Authority.

I, the undersigned, guarantee our proposal meets or exceeds specifications contained in the RFP document. Any exceptions are described in detail and all requested information has been submitted as requested.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Proposal.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared this Proposal in collusion with any other proposer and that the contents of this proposal as to rent, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other proposer or to any other person/s engaged in this type of business prior to the official opening of the proposal.

Name of Proposer: _____

Signature of Authorized Person: _____

Title: _____

Business Address of Proposer: _____

Business Phone Number: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2016.

Exhibit D: Proposal B

NON-COLLUSION AFFIDAVIT

Authorized officer: Bidder's proposal containing statements, letters, etc., shall be signed in the proposal by a duly authorized officer of the company whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all of the items/services upon which qualifications are stated in the accompanying proposal. The period of acceptance of this proposal will be ____ calendar days from the date of the bid opening. (Period of acceptance will be forty-five (45) calendar days unless otherwise indicated by proponent).

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____ on this day personally appeared _____ who after being by me duly sworn did depose and say: I, _____ am a duly authorized officer of/agent for _____ and have been duly authorized to execute the foregoing on behalf of the said.

I hereby certify that the foregoing offer has not been prepared in collusion with any other proponent or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proponent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this proposal, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,
- C. No attempt has been made or will be made by the proponent to induce any other person, partnership or corporation to submit or not to submit a proposal for the

purpose of restricting competition.

Name and Address of Proponent: _____

Telephone and Fax Numbers: _____

By: _____ Name & Title _____

Signature

SUBSCRIBED AND SWORN to before me by the above-named on this
_____ day of _____ 2019.

Notary Public in and for the State of NY

Exhibit D: Proposal C

OBTAINED PROPOSAL AFFIDAVIT

I, being an authorized representative of the named organization / company, certify that I obtained the request for proposal documents from the Albany County Airport Authority Purchasing Office. I understand that no proposal shall be considered unless the organization making this proposal has first obtained a copy of this Request for Proposal from the Albany County Airport Authority Purchasing Office.

Signature Agent

Print or Type Name: _____

Address _____

Phone: _____

SUBSCRIBED AND SWORN to before me by the above named on this _____
day of _____, 2019.

Notary Public in and for
State of New York

Exhibit D: Proposal D

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____
Signature

Name: _____

Title: _____

Exhibit D: Proposal E

PROPOSAL BOND

Not required

Exhibit D: Proposal F

INSURANCE REQUIREMENT AFFIDAVIT

To be completed by appropriate insurance agent:

I, the undersigned agent, certify that the insurance requirements contained in this proposal document have been reviewed by me with the below identified offerer. If the below identified offerer is awarded this contract by Albany County Airport Authority, I will be able, within ten (10 days after offerer is notified of such award, to furnish a valid insurance certificate to the Airport meeting all of the requirements contained in this contract.

Agent: _____
Signature Agent

Name of Insurance Carriers: _____

Address of Agency: _____

Phone Number Where
Agent May Be Contacted: _____

Offerer's Name (Print or Type) _____

SUBSCRIBED AND SWORN to before me by the above named on this _____
day of _____, 20__ .

Notary Public in and for
State of New York

Exhibit D: Proposal G

CORPORATION STATEMENT

IF A CORPORATION, answer the following:

1. When incorporated?

2. Where incorporated?

3. Is the corporation authorized to do business in New York?

_____ Yes _____ No

If New York is not state of incorporation:

- A. Address of the registered office in New York:

- B. Name of registered agent in New York at such office:

- C. Attach Certificate of Authority to transact business in New York.

4. The Corporation is held: _____ Publicly _____ Privately

5. Furnish the name, title, and address of each officer, director, and shareholders of the corporation's issued stock:

Officer's Name	Address	Position	%
-----------------------	----------------	-----------------	----------

Director's Name

Address

**Principal Business
Affiliation Other
Than Proposer's
Directorship**

Exhibit D: Proposal G-2

PARTNERSHIP STATEMENT

IF A PARTNERSHIP, answer the following:

1. Date of Organization? _____
2. General Partnership _____ Limited Partnership _____
3. Partnership Agreement Recorded? _____ Yes _____ No

Date: _____

Book: _____

Page: _____

County: _____

4. Has the Partnership done business in New York?
Yes _____ No _____ When? _____

5. Name, address, and partnership share of each general or limited partner:

Name	Address	Percent Of Share	General Limited Partner
------	---------	---------------------	-------------------------------

1. _____
2. _____
3. _____
4. _____

Exhibit D: Proposal G-3

ALL PROPOSALS - FINANCIAL INFORMATION

A. Financial Statements

Proponents shall attached a Balance Sheet and Income Statement prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the most current year-to-date period, together with a copy of the Proponent's most recent fiscal year Financial Statements, audited, reviewed, or compiled by a Certified Public Accountant or firm of Certified Public Accountants, including the CPA firm's opinion thereon. If GAAP Financial Statements are not available, the most recently filed tax return maybe submitted.

B. Surety Information

1. Have you, or any entity you have had an ownership interest in, ever had a bond or surety canceled or forfeited? Yes () No ()

2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture _____

C. Bankruptcy Information

1. Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, or been declared bankrupt? Yes () No ()

2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy _____

D. County of Albany and any Affiliated Entity

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity? Yes () No ()

2. If Yes, identify the agreement(s), its purpose, and its term.

3. Have you ever been sent a default notice concerning any such agreement(s)?

Yes () No () If Yes, please explain

Exhibit D: Proposal H

WORK FORCE COMPOSITION

Name of Firm **Phone Number**

Address **City** **State** **Zip Code**

Name & Title of Authorized Executive

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
	Male / Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager						
Professional						
Technical						
Sales Workers						
Office Workers						
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal Temporary Part Time						
TOTAL						

***Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

Remarks: _____

Exhibit D: Proposal I

REFERENCES

List three (3) companies or governmental agencies where like or similar services have been provided within the last three years:

1. **Company Name:** _____
Address: _____
Street/P.O. Box City State Zip Code
Contact Person: _____ **Title:** _____
Phone: _____ **Fax:** _____

2. **Company Name:** _____
Address: _____
Street/P.O. Box City State Zip Code
Contact Person: _____ **Title:** _____
Phone: _____ **Fax:** _____

3. **Company Name:** _____
Address: _____
Street/P.O. Box City State Zip Code
Contact Person: _____ **Title:** _____
Phone: _____ **Fax:** _____

EXHIBIT D: Proposal J

PROPOSAL SUBMITTAL FORM

Exhibit C contains the minimum requirements and is intended to govern, in general, the performance requirements and the type of services / product desired. Please check "yes" or "no" if you can meet these specifications.

The bidder can meet or exceed required specifications as required in EXHIBIT C?

YES

NO

Proposal Rates:

Flat annual Fee to Procure Energy: _____

Or

Broker Margin added to Supply Contract _____ for Natural Gas Supply

Margin added to Supply Contract _____ for Electric Supply

Total Estimated Annual Cost for Margin Based Broker Supply Charges _____

Contact Person:

Name: _____

Phone: _____

Email: _____

Exhibit E HISTORICAL USAGE

ZONE F - Contract 12 Months Ending 9/2019		
Facility Name/ Location	National Grid Account Number	kWh Historical Consumption (Most recent contract amounts)
128 Sicker Rd Albany, NY	8968681109	820320
2 TERMINAL RD ALBANY, NY	5928681104	1383010
3 Terminal Rd Loudonville, NY	0197719109	9758203
737 ALBANY SHAKER RD ALBANY, NY (D)	5048681102	226880
Albany Shaker Rd (Tower Albany, NY	4428681103	649312
Albany Shaker Rd Glycl Albany, NY	2188681103	829500
Total		13667225
ZONE F - Contract 12 Months Ending 12/2019		
Facility Name/ Location		kWh Historical Consumption (Most recent contract amounts)
1 TERMINAL ST ALBANY, NY		47,520
130 SICKER RD LATHAM, NY		229,280
360 OLD NISKAYUNA RD LATHAM, NY		18,496
55 SICKER RD LATHAM, NY		45,156
737 ALBANY SHAKER RD ALBANY, NY (A)		23,192
737 ALBANY SHAKER RD ALBANY, NY (B)		172,720
737 ALBANY SHAKER RD ALBANY, NY (C)		159,680
737 ALBANY SHAKER RD ALBANY, NY (E)		5,103
74 SICKER RD LATHAM, NY		24,960
741 ALBANY SHAKER RD LATHAM, NY		111,600
745 ALBANY SHAKER RD LATHAM, NY		184,840
85 SICKER RD LATHAM, NY		284,480
ALBANY COUNTY AIRPORT ALBANY, NY		398,400
ALBANY SHAKER RD ALBANY, NY		104,974
PARKING AT AIRPO LOUDONVILLE, NY		301,602
WATERVLIET SHAKER RD ALBANY, NY		229,404
Total		2,341,407

ZONE F - Contract 12 Months Ending 7/2019		
Natural Gas Accounts	Dth Historical Consumption	
Jul-18	2,167	
Aug-18	2,398	
Sep-18	2,713	
Oct-18	3,856	
Nov-18	4,878	
Dec-18	6,216	
Jan-19	6,873	
Feb-19	6,193	
Mar-19	5,629	
Apr-19	4,146	
May-19	3,095	
Jun-19	2,468	
Total	50,632	
Account Numbers:		
0987011003		
3084855106		
3944855102		
3984855104		
4179136008		
4848678119		
4948680139		
5348678110		
7508681102		
8028679136		
8568678113		
8828681105		
8868681107		

ALBANY COUNTY AIRPORT AUTHORITY
ADDENDUM
Number 1

DATE: February 6, 2019

CONTRACT # **1001-EB**
 Energy Broker

The following addendum shall be added to the original bid documents.

Questions have been submitted. Answers are given below:

Q: Could you provide a brief summary on the current status of any supply agreement in place for the accounts identified in Exhibit E?

A: The current contracts are 12 month agreements ending at dates stated in the Exhibit. The gas contract is variable. The Electric contracts are variable with load following fixed rated winter blocks for December through March.

Q: Is the Airport currently working with an Energy Broker. If yes, can you disclose who and your level of satisfaction with the service?

A: We work with one supplier, the Municipal and Electric Gas Alliance and One Broker. We are seeking to transfer all procurement to one broker.

Q: Please provide an organization chart for Albany International Airport Operations.

A: *The Airport Authority's designated contact in accordance with NYS Finance Law is Purchasing Agent, Bobbi Matthews.*

Q: The RFP states "The percentage of work to be performed by MWBE has an established goal of 0%. Copies of the complete plan are available upon request to the Authority Purchasing Office." What is the complete plan if the requirement is 0%? What are you looking for in this section?

A: *To clarify... We have a Minority and Women Owned Business Enterprise (MWBE) master*

goal plan that established 30% MWBE Participation in our available procurement opportunities. In other words 30% of the value of all our eligible contracts value would be paid to MWBE firms. An MWBE participation goal is usually accomplished by a prime contractor by that contractor subcontracting, buying services from or forming a joint venture opportunity with an MWBE firm. We also set a goal for each individual procurement based upon several factors. Based upon our several factor review of this procurement opportunity, we have an MWBE Goal of 0% for this contract which means there is no requirement to be or find an MWBE subcontractor, supplier or partner to participate in the contract with.

Q: Please elaborate on the following requirement:

D. Submittal Requirements

5. Descriptive Literature:

Proposers shall submit with this proposal descriptive literature sufficient in detail to enable an intelligent comparison of the services required with that of the services stated in the proposal response.

A: The proposal for this service should describe the proposer's experience and capability to provide services required to monitor and evaluate electric and gas supply market trends against the stated energy supply needs of the Airport and obtain the favorable terms and conditions for energy supply contracts for the airport.

Q: Can we request to review the actual hard copies for each account listed for the historical Kwh usage on Pages 49-50 of the RFP?

A: These copies are not available.

**ALBANY COUNTY AIRPORT AUTHORITY
ADDENDUM
Number 2**

DATE: February 7, 2019

CONTRACT # **1001-EB**
 Energy Broker

The following addendum shall be added to the original bid documents.

Question(s) have been submitted. Answers are given below:

Q: Please confirm an insurance certificate, financial statements, and our margin on contracts are all required with the proposal submittal?

A: *Insurance requirements are as follows and an insurance certificate is required with each submittal:*

	Required Minimum Coverage
General Liability, including automobile and property damage	New York Requirements
Worker's Compensation and Disability	New York Requirements

Financial Statements or the proposers most recently filed tax return must be submitted with your proposal.

Each proposal must include disclosure of margin.

AGENDA ITEM NO. 10.6

Approve parking rate change for the Garage and Long-Term lot by \$1 per day as recommended in a Study by Leigh Fisher, subject to time needed to adjust parking system fee computers and rate signs.

AGENDA ITEM NO: 10.6
MEETING DATE: April 8, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Finance*

Contact Person: *John O'Donnell, Chief Executive Officer,
William J. O'Reilly, Chief Financial Officer*

ACAA Approved
04-08-2019

PURPOSE OF REQUEST:

Approve parking rate change for the Garage and Long-Term lot by \$1 per day as recommended in a Study by Leigh Fisher, subject to time needed to adjust parking system fee computers and rate signs.

BUDGET INFORMATION:

Anticipated in Current Budget: Yes___ No √ NA___

JUSTIFICATION:

In 2015 the Authority requested its Airport Consultant, the firm of LeighFisher, review its parking rates and activities levels and make rate recommendations. The Authority adopted a phased rate increase approach as described on page 2 of that Study. The following year, the Authority hired a parking valet service to increase its Long-Term parking capacity on a flexible basis to avoid raising rates. With increased airline activity, the demand for Long-Term and Garage parking has increased and capacity is very tight justifying phase 2 of the rate increase. The economy lot and short-term lot rates will remain at \$6 per day and \$2 per hour/\$24 per day respectively.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

BACK-UP MATERIAL:

Please refer to the attached airport parking rates and presentation by LeighFisher from September 30, 2015.

Parking Revenue Analysis

Final Report

Albany International Airport

September 30, 2015

Executive Summary

Based on analyses conducted using LeighFisher's parking activity model, it is recommended that the Albany County Airport Authority implement a phased program of parking price increases at Albany International Airport

Initial increases

- Maintain Short-Term at \$24 per day
- Raise Garage to \$13 per day, remove 5- and 7-day discounts
- Maintain Long-Term at \$9 per day, remove 5- and 7-day discounts
- Raise Economy to \$6 per day

These prices, at 2015 passenger levels, would have resulted in a 10% increase in annual revenue (or more), but would have caused demand in the Long-Term lot to approach existing capacity

As demand for Garage and/or Long-Term spaces approaches capacity

1. Increase Garage to \$14 per day
2. Increase Long-Term to \$10 per day

These prices, at 2015 passenger levels, would have resulted in a 16% increase in annual revenue

Report Contents

- **Background**
- **Parking modeling**
 - Data review
 - Parking activity analysis
 - Modeling approach and assumptions
 - Alternative rates
 - Recommendation
- **Appendices**
 - Model methodology
 - Diversion curves

Background

The Albany County Airport Authority is expecting a 16% increase in seat capacity at Albany International Airport in early 2016 due to the introduction of JetBlue and seat capacity increases by Southwest and United airlines. While the Authority's capital plan includes a parking garage expansion at Albany International Airport in 2019, the near-term increase in seat capacity could result in demand for parking exceeding available capacity. In anticipation of this, the Authority is in discussions with the FAA to convert a portion of the aircraft apron into approximately 200 public parking stalls until 2020 (i.e., after the garage expansion is complete).

In addition, while the Authority adjusted multi-day discount rates in the Garage and Long-Term facilities in October 2014, daily maximum prices have not changed since 2008. Since then, the Authority has agreed to increase parking prices by the end of October 2015 to reduce airline costs in advance of increased airline capital contribution in Airport lease and use rates paid by airlines.

The Authority requested that LeighFisher develop a public parking pricing model that would evaluate potential parking prices to estimate how different rates would influence customer behavior and the resulting impact on annual gross parking revenues and utilization of each parking facility. The goal is to identify a parking pricing strategy that would balance demand with available capacity (following the 200-space expansion) and thus, avoid the potential need to further increase parking capacity prior to the 2019 garage expansion.

Parking Facility Map

- Airport provides 5,658 public parking spaces
- One off-Airport parking provider
 - Approximately 1,200 spaces (includes 500 overflow spaces)
 - Valet service
 - Car wash and care services
 - Priced competitively with Airport's Long-Term Lot
- Airport will convert some apron area to approximately 200 public parking spaces until Garage expansion in 2019
- Airport will convert 150 terminal-area employee parking spaces to public parking in late 2015
- Future freeway interchange reconfiguration may make vacant property at entrance an attractive location for development



Parking Model Analyses

Data Review and Manipulation

- Reviewed March 2014 individual transactions for each facility
- Adjusted individual transaction data to match monthly totals for each facility
- Estimated maximum occupancy for a typical busy day in March 2014 based on adjusted transaction data:

		Short-Term	Garage			Long-Term			Economy	Estimated annual revenue
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max	Daily max	
March 2014	<i>Price</i>	\$24	\$12	\$50	\$64	\$9	\$36	\$45	\$5	\$11,270,000
	<i>Occupancy</i>	71%		95%			91%		59%	

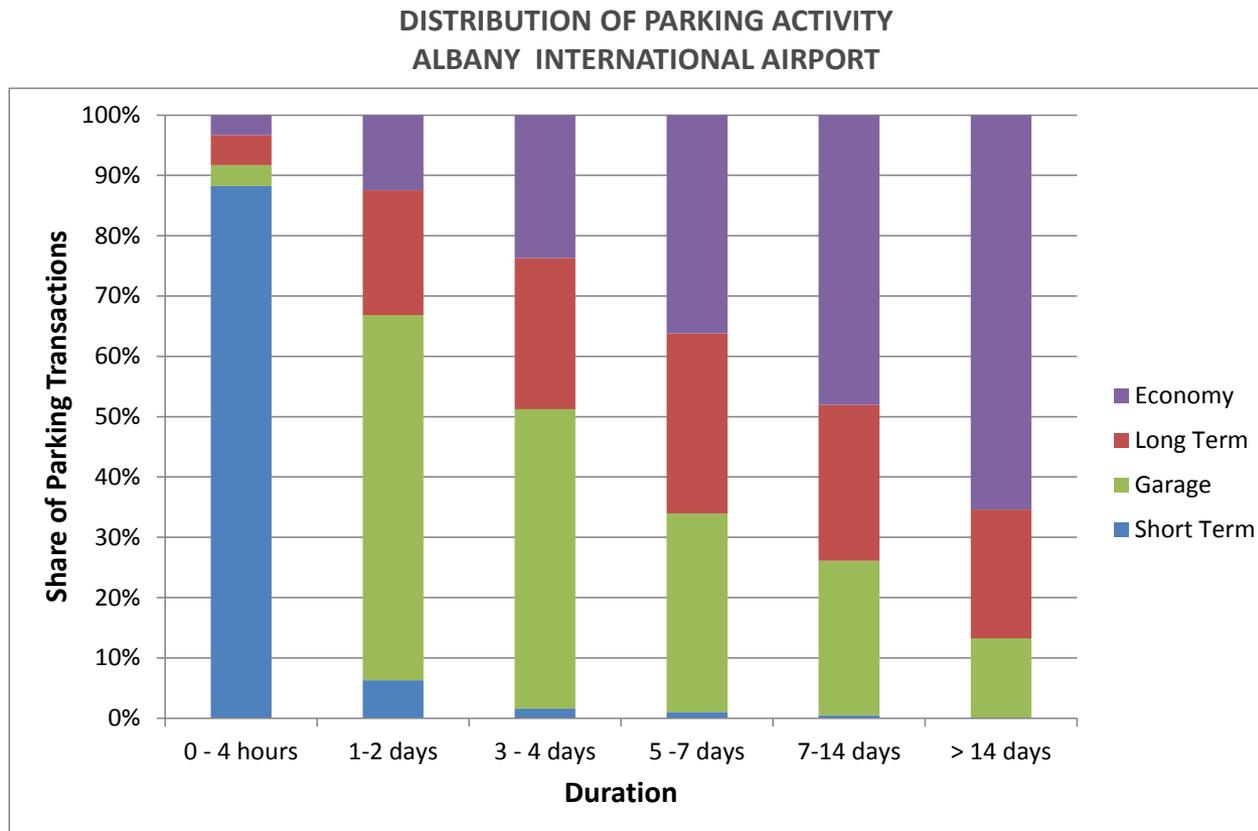
Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

Parking Activity Analysis

- **Customers are generally using the existing facilities as intended**
 - Short-duration transactions, representing pickup/drop-off, are occurring primarily in the Short Term parking
 - Economy Lot is being used primarily for long-duration transactions, especially for stays over one week



Modeling Approach and Assumptions

- Based on location of 350 new spaces, LeighFisher suggests they be designated as Long-Term parking (similar walking distances to/from terminal, uncovered parking). For modeling purposes, this expands the Long-Term capacity by 350 spaces.
- LeighFisher developed a parking activity model to test parking customer response to changes in parking rates; model estimates the willingness of customers to pay a higher price for a parking facility offering a higher level of convenience
- Model is based on March 2014 activity (a typical busy month for Short-Term parking, Long-Term Parking, Garage, and Economy lot)
- Changing parking prices will *not* impact parking durations (length of stay) or the March share of annual revenues
- Customers will immediately change behavior in response to changes in parking prices
 - In practice, it may take several months for infrequent Airport visitors to adjust their behavior to a change in parking prices
- Daily maximum prices will be no closer than \$2.00 apart to allow for product differentiation
- Off-Airport operator is not included in the model; comparison of March 2014 and 2015 activity indicates minimal elasticity with Long-Term Lot and Economy Lot
- When evaluating potential prices, it is recognized that occupancies exceeding 90% result in customers finding it increasingly difficult to locate empty spaces; when occupancy exceeds 97%, a facility is effectively full
- Model methodology and key assumptions are provided in Appendix A

Alternative Rates

Using the model, LeighFisher tested the following parking rate combinations

- 1 March 2015 prices and activity levels (to validate the model)
- 2 Increase Economy Lot rate to \$6 or \$7 per day
- 3 Reduce Short-Term rate to \$19 to \$22 per day
- 4 Reduce or eliminate 5- and 7-day discounts for Garage and/or Long-Term
- 5 Increase Garage rate to \$14 per day, eliminate discounts in Garage and Long-Term
- 6 Blends of these strategies

- **Maintained Short-Term Lot price**
- **Increased Garage 5-day price to \$56 and 7-day price to \$74**
- **Increased Long-Term 5-day price to \$44 and 7-day price to \$57**
- **Assumed transaction increases (compared with March 2014):**
 - 0 to 8 hours: 1.0%
 - 8 hours to 4 days: 1.0%
 - 4 to 7 days: 11.4%
 - 7 to 14 days: 9.5%
 - More than 14 days: 6.4%
- **Model Results**
 - Monthly revenue: \$1,258,000
 - Estimated peak occupancy, typical busy day
 - Short-Term Lot: 73%
 - Garage: 104%
 - Long-Term Lot: 80%
 - Economy: 72%
- **Actual March 2015 revenues: \$1,284,010 (2% higher than model predicted)**
- **Appears that full facilities diverted customers to other facilities (which the model does not automatically do)**
 - Garage customers diverted to Short-Term Lot and Long-Term Lot
 - Off-Airport lot customers diverted to Long-Term Lot

Model Results – Increase Economy Price

		Short-Term	Garage			Long-Term (a)			Economy	Estimated annual revenue	Change from existing
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max	Daily max		
Existing (March 2015 prices)	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,450,000	n/a
	Occupancy	73%		104%			62%		72%		
Increase Economy to \$6	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$6	\$13,130,000	5.5%
	Occupancy	73%		104%			71%		66%		
Increase Economy to \$7	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$7	\$13,720,000	10.2%
	Occupancy	73%		104%			81%		59%		

(a) Assumes Long-Term is expanded by 350 spaces.

Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

- Increasing the Economy price to \$6 or \$7 could increase annual revenues by up to 10%
- Economy price of \$7 increases risk of new off-Airport parking development
- Over-capacity Garage indicates modeled revenues may not be realized as customers are forced to use less-expensive facilities

Model Results – Decrease Short-Term Price

		Short-Term	Garage			Long-Term (a)			Economy	Estimated annual revenue	Change from existing
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max	Daily max		
Existing (March 2015 prices)	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,450,000	n/a
	Occupancy	73%		104%			62%		72%		
Decrease Short-Term to \$22	Price	\$22	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,430,000	-0.2%
	Occupancy	77%		104%			62%		71%		
Decrease Short-Term to \$20	Price	\$20	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,430,000	-0.2%
	Occupancy	85%		103%			62%		71%		
Decrease Short-Term to \$18	Price	\$18	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,460,000	0.1%
	Occupancy	103%		101%			62%		71%		

(a) Assumes Long-Term is expanded by 350 spaces.

Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

- **Decreasing Short-Term price to \$20 or \$22 reduces total revenues and does not address over-capacity Garage**
- **Decreasing Short-Term price to \$18 slightly increases total revenues, creates over-capacity Short-Term area, and does not sufficiently address over-capacity Garage**
- **Over-capacity Garage indicates modeled revenues may not be realized as customers are forced to use less-expensive facilities**

Model Results – Remove 5- and 7-Day Discounts

		Short-Term	Garage		Long-Term (a)			Economy	Estimated annual revenue	Change from existing	
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max			Daily max
Existing (March 2015 prices)	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,450,000	n/a
	Occupancy	73%		104%			62%		72%		
Remove Garage Discounts	Price	\$24	\$12	\$60	\$84	\$9	\$44	\$57	\$5	\$12,610,000	1.3%
	Occupancy	73%		97%			70%		72%		
Remove Long-Term Discounts	Price	\$24	\$12	\$56	\$74	\$9	\$45	\$63	\$5	\$12,550,000	0.8%
	Occupancy	73%		109%			56%		73%		
Remove All Discounts	Price	\$24	\$12	\$60	\$84	\$9	\$45	\$63	\$5	\$12,710,000	2.1%
	Occupancy	73%		100%			66%		73%		

(a) Assumes Long-Term is expanded by 350 spaces.

Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

- If discounts are to be removed, removing both discounts results in highest revenue
- Over-capacity Garage indicates modeled revenues may not be realized as customers are forced to use less-expensive facilities

Model Results – Increase Garage Price, Remove Discounts

		Short-Term	Garage			Long-Term (a)			Economy	Estimated annual revenue	Change from existing
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max	Daily max		
Existing (March 2015 prices)	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,450,000	n/a
	Occupancy	73%		104%			62%		72%		
Increase Garage to \$13	Price	\$24	\$13	\$65	\$91	\$9	\$45	\$63	\$5	\$13,080,000	5.1%
	Occupancy	75%		91%			75%		73%		
Increase Garage to \$14	Price	\$24	\$14	\$70	\$98	\$9	\$45	\$63	\$5	\$13,430,000	7.9%
	Occupancy	77%		85%			81%		73%		
Increase Garage to \$15	Price	\$24	\$15	\$75	\$105	\$9	\$45	\$63	\$5	\$13,760,000	10.5%
	Occupancy	81%		81%			85%		73%		
Increase Garage to \$16	Price	\$24	\$16	\$80	\$112	\$9	\$45	\$63	\$5	\$14,100,000	13.3%
	Occupancy	86%		77%			88%		73%		

(a) Assumes Long-Term is expanded by 350 spaces.

Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

- Increasing Garage rate beyond \$14 per day increases Long-Term lot demand such that it becomes increasingly difficult for customers to locate available spaces among three separate facilities

▪ Blend A

- Raise Garage to \$13, remove 5- and 7-day discounts
- Keep Long-Term at \$9, but remove 5- and 7-day discounts
- Raise Economy to \$6

▪ Blend B

- Raise Garage to \$14, remove 5- and 7-day discounts
- Keep Long-Term at \$9, but remove 5- and 7-day discounts
- Raise Economy to \$6

▪ Blend C

- Raise Garage to \$14, remove 5- and 7-day discounts
- Raise Long-Term to \$10, maintain a 5- and 7-day discount
- Raise Economy to \$6

▪ Blend D

- Raise Garage to \$14, remove 5- and 7-day discounts
- Raise Long-Term to \$10, remove 5- and 7-day discounts
- Raise Economy to \$6

▪ Blend E

- Raise Garage to \$14, remove 5- and 7-day discounts
- Raise Long-Term to \$10, remove 5- and 7-day discounts
- Raise Economy to \$7

		Short-Term	Garage			Long-Term (a)			Economy	Estimated annual revenue	Change from existing
		Daily max	Daily max	5-day max	7-day max	Daily max	5-day max	7-day max	Daily max		
Existing (March 2015 prices)	Price	\$24	\$12	\$56	\$74	\$9	\$44	\$57	\$5	\$12,450,000	n/a
	Occupancy	73%		104%			71%		72%		
Blend A	Price	\$24	\$13	\$65	\$91	\$9	\$45	\$63	\$6	\$13,740,000	10.4%
	Occupancy	75%		91%			80%		69%		
Blend B	Price	\$24	\$14	\$70	\$98	\$9	\$45	\$63	\$6	\$14,080,000	13.1%
	Occupancy	77%		85%			86%		69%		
Blend C	Price	\$24	\$14	\$70	\$98	\$10	\$45	\$63	\$6	\$14,320,000	15.0%
	Occupancy	77%		88%			81%		71%		
Blend D	Price	\$24	\$14	\$70	\$98	\$10	\$50	\$70	\$6	\$14,500,000	16.5%
	Occupancy	77%		91%			75%		73%		
Blend E	Price	\$24	\$14	\$70	\$98	\$10	\$50	\$70	\$7	\$15,150,000	21.7%
	Occupancy	77%		91%			80%		69%		

(a) Assumes Long-Term is expanded by 350 spaces.

Red numbers indicate an occupancy of greater than 97%.

Orange numbers indicate an occupancy between 90% and 97%.

Green numbers indicate an occupancy of less than 90%.

- **Blend E provides the highest revenues, but increases risk of new off-Airport parking development**
- **Blend D provides highest revenues while limiting risk of new off-Airport parking development**
- **To phase-in the higher prices, Blend A could be implemented first as it does not change the Long-Term daily maximum price (but does remove the 5- and 7-day discounts). As customers find it increasingly difficult to locate available spaces in the Garage and Long-Term Lots, prices could adjust to Blend B, then Blend D.**

Recommendation

- **To minimize risk of additional off-Airport parking development, limit the Economy price increase to \$6 per day**
- **Implement a phased program of price increases as follows:**
 - 1. Implement Blend A**
 - Raise Garage to \$13, remove 5- and 7-day discounts
 - Keep Long-Term at \$9, but remove 5- and 7-day discounts
 - Raise Economy to \$6
 - Over 10% increase in annual revenue
 - Garage demand could approach capacity
 - 2. As Garage fills, implement Blend B**
 - Raise Garage to \$14
 - Over 13% increase in annual revenue
 - Balances demand with capacity
 - 3. As Long-Term Lot continues to fill, implement Blend D**
 - Raise Long-Term to \$10
 - Over 16% increase in annual revenue
 - Continues to balance demand with capacity, but Garage demand starts to exceed 90% of capacity

Appendix A: Model Methodology

Data Sources

The Albany County Airport Authority provided the following data, which provided the basis of our analysis:

- Individual parking transactions for each parking facility for March 2014
- Daily transactions and revenues for each parking facility from 2012 through May 2015
- Overnight counts each parking facility for 2013 through May 2015
- Off-Airport parking lot revenues for 2013 through 2015
- Monthly transactions, by duration, for combined facilities from 2012 through May 2015

How the LeighFisher Parking Model Works

Parking model tests customer reactions to changes in parking prices

EXISTING RATES



FUTURE/ALTERNATIVE RATES

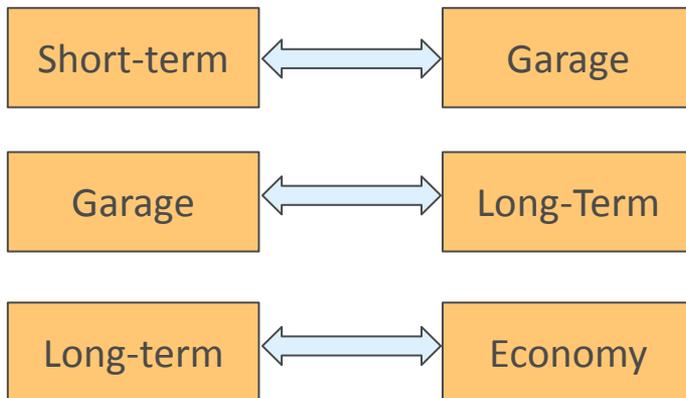


Diversion curves

- Represent patron willingness to use a given facility reflecting the differential cost and perceived level of convenience
- Developed through analysis of existing facility utilization (i.e., proportion of 48-hour patrons using Long-Term versus Economy)
- Represent choice of two “classes” of parking facilities at the Airport

Diversion (Demand-Elasticity) Curves

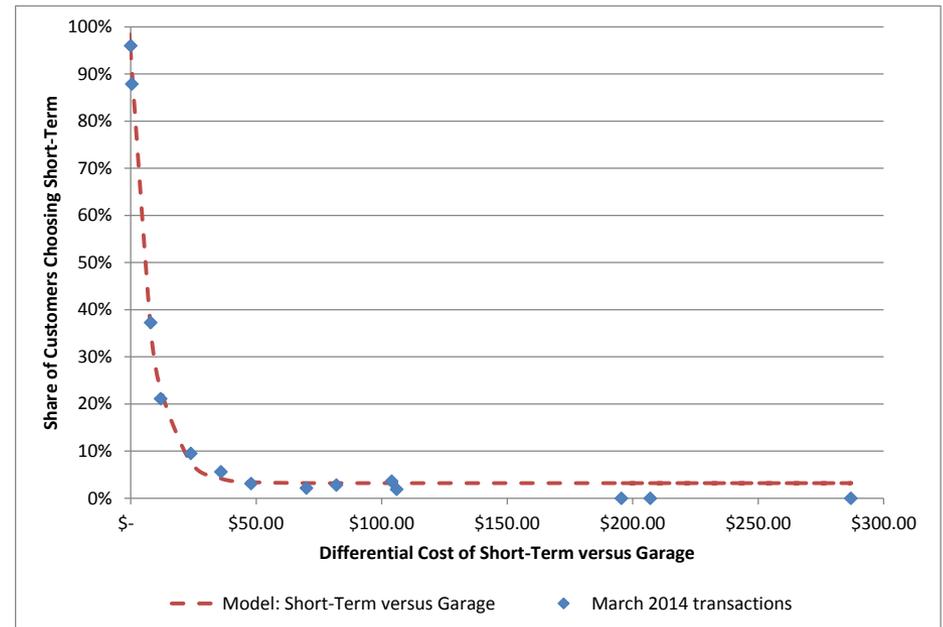
- The LeighFisher parking activity model estimates the willingness of customers to pay a higher price for a parking facility offering a higher level of convenience
- As the differential cost of parking between two facilities increases, fewer customers are willing to pay for the high cost facility
- LeighFisher developed diversion curves representing the choice between the following facilities:



Diversion Curves – Short-Term vs. Garage

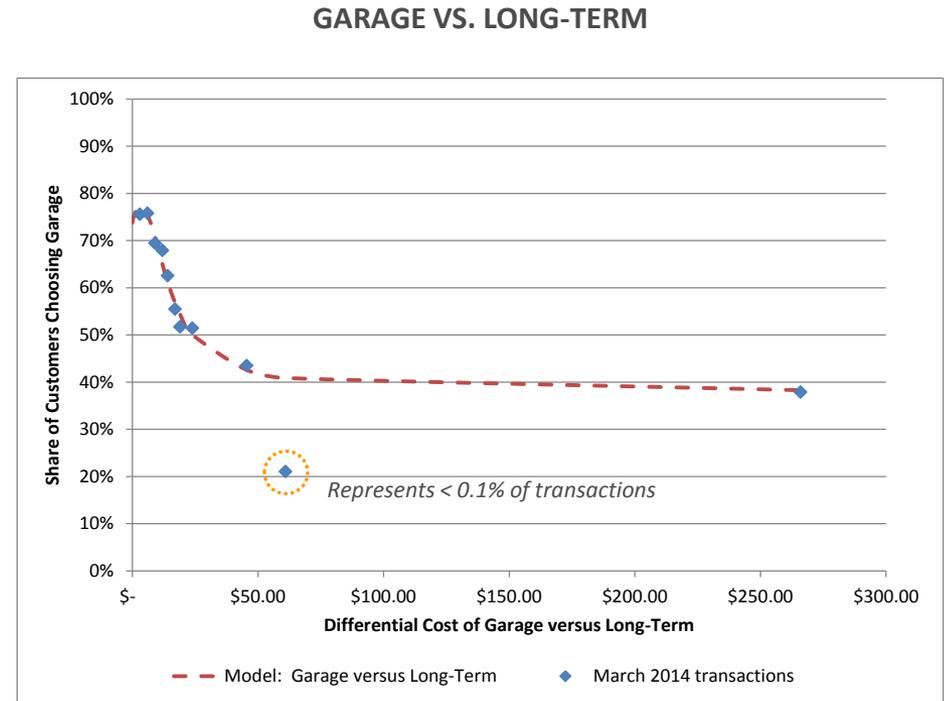
- The Short-Term vs. Garage diversion curve is derived from the existing parking transaction data for the Short-Term lot and Garage

SHORT-TERM VS. GARAGE



Diversion Curves – Garage vs. Long-Term

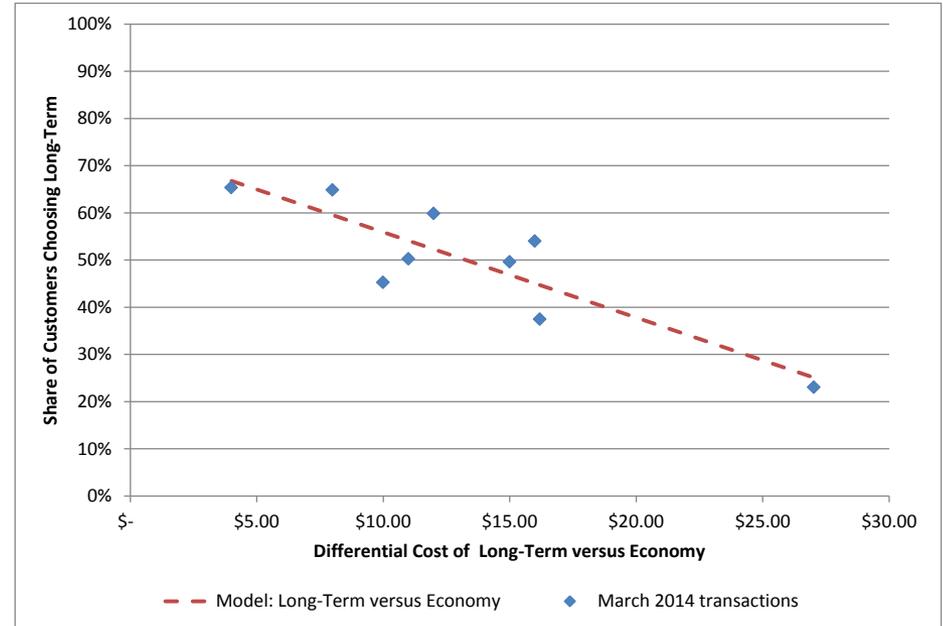
- The Garage vs. Long-Term diversion curve is derived from the existing parking transaction data for the Garage and Long-Term lot
- Outlier data point represents very small share of total transactions for these two facilities



Diversion Curves – Long-Term vs. Economy

- The Long-Term vs. Economy diversion curve is derived from the existing parking transaction data for the Long-Term and Economy lots

LONG-TERM VS. ECONOMY



AGENDA ITEM NO. 10.7

**Authorization to Award: Final Purchase
Equipment for the Public Address System to PCC**

AGENDA ITEM NO: 10.7
MEETING DATE: April 8, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
04-08-2019

DEPARTMENT: *Finance*

Contact Person: *John A. O'Donnell, Chief Executive Officer
William J. O'Reilly, Chief Financial Officer*

PURPOSE OF REQUEST:

Authorization to Award: *Final Purchase
Equipment for the Public Address System to PCC*

CONTRACT AMOUNT:

Total Contract Amount: *\$210,423*

BUDGET INFORMATION:

Anticipated in Current Budget: Yes No NA

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal State Airport 100% NA
Funding Source: CPN 2250 Terminal Improvements *

**Maybe reimbursed from available bond proceeds*

JUSTIFICATION:

Authorization is requested to purchase the last remaining equipment to complete the replacement of the public address system. The Authority Board previously approved the purchase of amplifiers and components valued at \$70,128 and front-end equipment valued at \$34,000. The Authority Board also approved, during the December 10 Board meeting, a competitively issued RFP to supply and install cabling, cable trays and equipment valued at \$152,000.

As stated during the December 10, 2018 Board meeting, microphones would need to be purchased along with connections to the fire alarm system.

To complete the Public Address System the following equipment and connections must be made:

- *Purchase 46 microphone stations and licensing that will replace all the existing gates, podium, ticket counters and baggage claim microphones;*
- *Include input controls and programming for the auto announcements, FIDS, background music, new alert system, phone system interface with spares for any other interfaces types that may be needed in the future;*

AGENDA ITEM NO: 10.7
MEETING DATE: April 8, 2019

- *Install and adjust all components;*
- *On-Site training for key users (Ops, Airlines, Authority Personnel and the Info Counter);*
- *Included is a 3-year on-site service agreement.*

The existing PA equipment is manufactured by AtlasIED. The new equipment is being supplied by the same manufacturer and as a result, there is significant savings in replacing these components with the updated, compatible equipment. The smooth transition from the old system to the new system is critical to maintaining a continuous operation. The purchase also include a 3 year service agreement.

In order to maintain a fully operational system a sole source purchase is recommended to AtlasIED for the new equipment.

The estimated savings of performing the work in-house and purchasing compatible components to upgrade the PA system is in the range of \$250,000.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES _____ NA √

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. Yes √ NA _____

BACK-UP MATERIAL:

1. *Quote from PCC (authorized dealer for AtlasIED) dated 04/02/2019.*



Quote #040219th-1

DATE: 04/02/2019

TO: Albany County Airport
Albany Shaker Rd
Colonie, NY 12110

Attn: Dwayne Lovely
Phone: (518) 242-2217
Email: dlovely@albanyairport.com

FROM: Tom Hayes
(315) 437-1314 ext. 119
thayes@pccav.com

RE: **Project Title:** Albany Airport Atlas IED Project Phase 3B



Scope of Work

Quote Includes:

- Installation of mics where needed/ planned (cabling for mic station to rack room to be provided by others).
- Removal of existing mics after system cut over. All removed equipment will be turned over to the customer for re-use/ disposal.
- Server set and implementation for FAS and TCAS systems.
- Installation and setup of redundant headend system (Lifeline)
- Manufacturer provided project management, engineering and onsite commissioning (includes manufacturer onsite during cut over).
- Onsite training by PCC and manufacturer (2 days of training) for airport personnel and airline trainers. This will be done 2 weeks prior to cut over.
- All endpoint/ device licensing for 3 years
- Set up and configuration of all hardware and level settings
- A three-year PCC onsite service agreement is included (see details in attached agreement).

Customer Responsibility:

- All AC Power
- All Network and CATV Connectivity
- Main cable runs from devices to rack room
- Airline/Airport Flight Server/Database Coordination
- Provide all required PoE switching & network infrastructure

Pricing

AtlasIED Core and Edge Components: \$121,150.00

PCC Cabling and Hardware: \$2,960.00

AtlasIED Services: \$35,313.00

PCC Installation: \$51,000.00

Total: \$210,423.00

Payment Terms: Net 30

Note: Please reference quote number 040219th-1 on all purchase orders.



6517 Basile Rowe
 East Syracuse NY 13057

Fed ID #: 16-1535373

Sales Person: Tom Hayes
 Phone: (315) 437-1314 ext. 119
 Fax: (315) 437-0110
 E-Mail: thayes@pccav.com

Date: April 2, 2019

Exp Date: May 2, 2019

Quote Number: 040219th-1

TO: Albany Airport
 Attn: Dwayne Lovely
 Phone: (518) 242-2217
 E-Mail: DLovely@albanyairport.com

3 Year Maintenance/Service Contract

SALESPERSON	SITE SURVEY REP	ROOMS COVERED	Payment Terms*	SERVICE CALLS COVERED UNDER PLAN	PREVENTATIVE MAINTENANCE CALLS
Tom Hayes	D. Kellar	AtlasIED PA System	NET30	12	3

3 Year Priority Support Detail of Benefits

PCC's Service Plan for AV systems enhances the manufacturers' warranties through on-site service/repair and unlimited phone support. Should a malfunction occur with your system, the plan assures rapid telephone response and onsite response as noted in the chart below. When you call with a problem, a member of our technical support team will attempt to remedy the issue over the phone. You will always receive priority technical phone support and have direct access to one of PCC's trained AV Technicians. If we are unable to resolve the problem over the phone, a qualified service technician will be dispatched to your location to further evaluate the problem and, if possible, complete repairs on the spot. For on-site technical support there is no charge for the covered visits, after these have been exhausted, a \$250 Incident Trip fee will be charged. This maintenance plan also includes Preventative Maintenance visits as well, to change lamps/reset lamp timers, clean projectors, clean the system and ensure optimal operation of the overall system. Service calls may also be used as Preventative Maintenance if the customer chooses. If any parts are required to repair your equipment, an estimate will be given before the work is performed. Should repairs require equipment be sent back to the manufacturer, equipment repair/replacement costs and shipping charges (if applicable, and not covered under manufacturer's warranty) will be billed to customer.

	Standard Support	90 Day Warranty	3 Year Priority Support
On-Site Response	Up to 7 Days	Within 3 Days	Within 1 Day
Phone Response	4-8 Hours	4-8 Hours	2 Hours
E-Mail Response	24 Hours	24 Hours	2 Hours
Preventative Maintenance	No	No	3
Parts Discounts	No	No	10%
Lamp Discounts	No	No	15%

Maintenance/Service Terms and Conditions

General

Presentation Concepts Corporation (PCC) agrees to provide service and repair services in accordance with this agreement, including any attachments.

On-site visits shall include inspection, diagnostic, and, if necessary, adjustment, repair, or replacement of unserviceable parts. Parts shall be new or equivalent to new parts whichever are available at the time of the repair. All defective parts that are replaced shall become the property of PCC.

Under this agreement, the standard period for work response shall be Monday through Friday, 9am to 5pm, exclusive of legal holidays and PCC customary business holidays unless otherwise noted.

Presentation Concepts Corporation (PCC) agrees to provide service and repair services in accordance with this agreement, including any attachments.

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Under this agreement, the standard period for work response shall be Monday through Friday, 9am to 5pm, exclusive of legal holidays and PCC customary business holidays unless otherwise noted.

Exceptions

Performing service, which would be impractical for PCC staff to render because of alterations in the system/equipment or its connection by mechanical or electrical means to another machine or device are not covered under this agreement.

Procuring and installing media, such as computer software, not supplied by PCC is not covered under this agreement.

During the equipment repair process, if it is determined that the cost of the repair exceeds 50% of the replacement cost of the unit, PCC will not proceed with the repair of said unit. Replacement cost of the unit is to be incurred by the customer.

Changes

This agreement is the entire agreement between PCC and the Customer and shall not be modified or varied except by a written document authorized by both parties

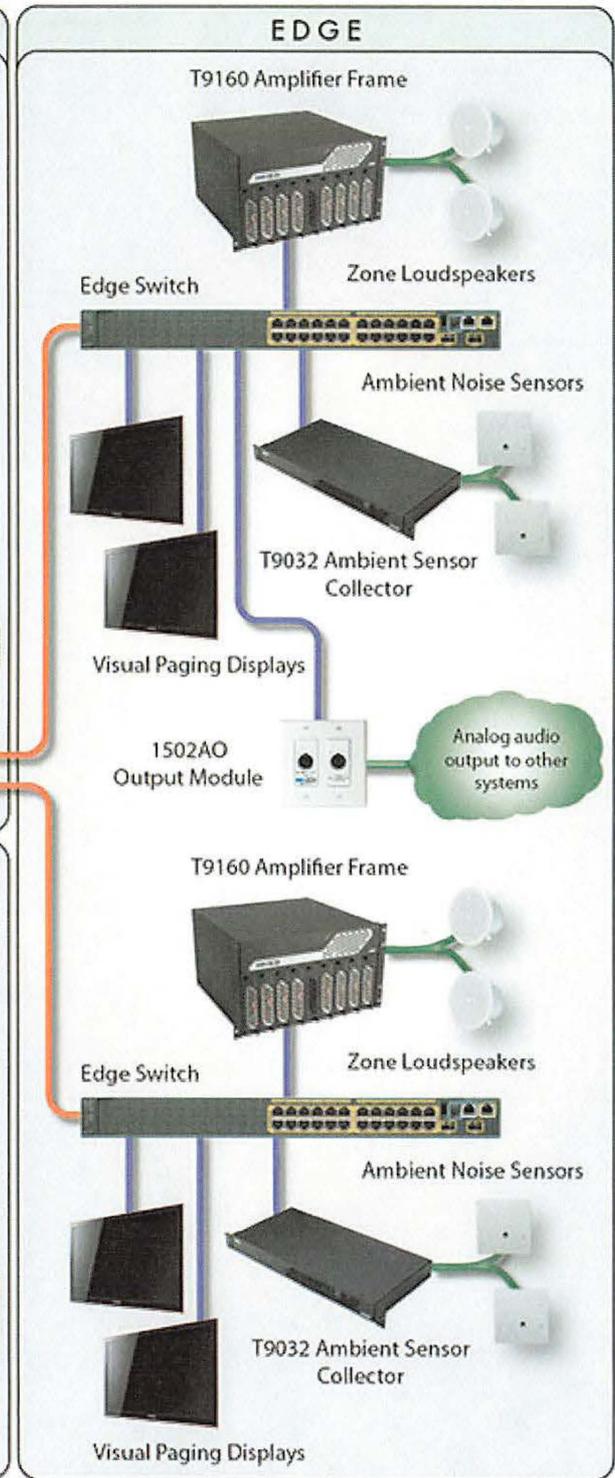
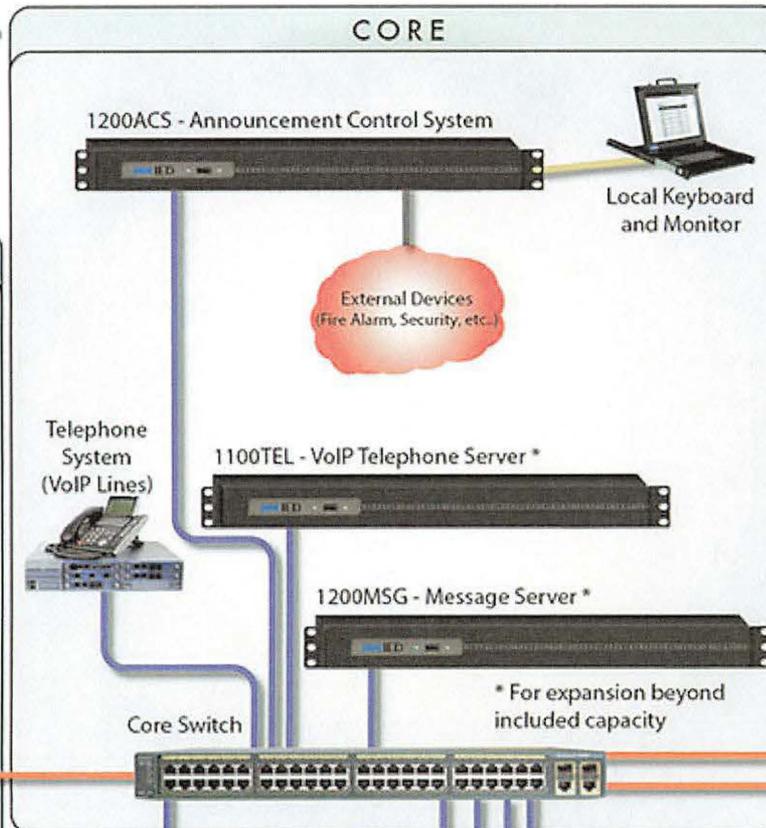
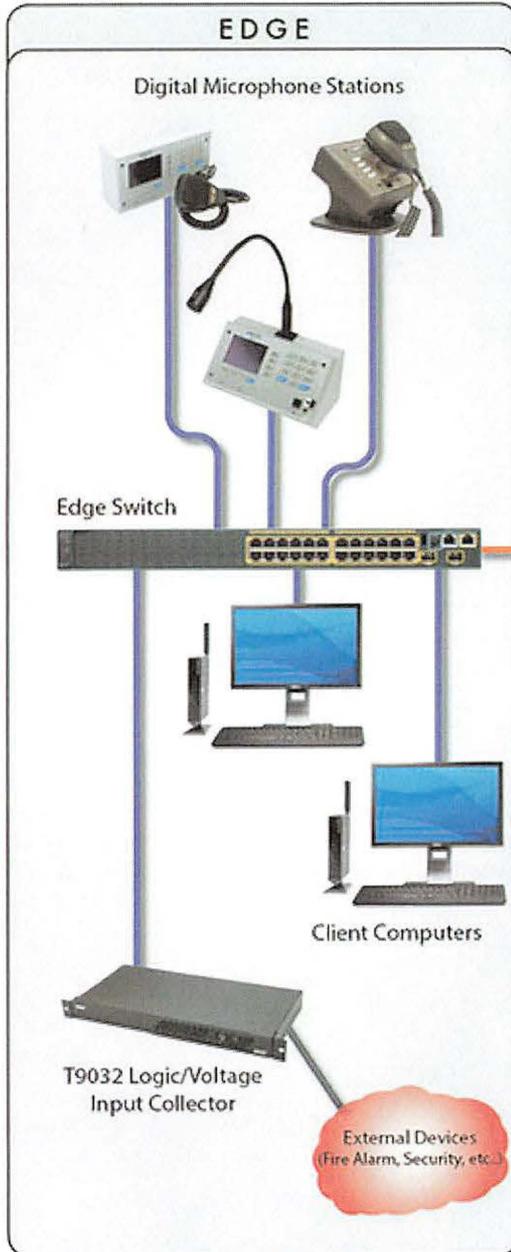
Payment

Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. This agreement becomes effective when PCC receives a signed quote.

PRESENTATION CONCEPTS CORPORATION		CUSTOMER	
NAME - PRINT		NAME - PRINT	
SIGNATURE		SIGNATURE	
TITLE	DATE	TITLE	DATE

Bill To:

Ship To (If Different):



AGENDA ITEM NO. 11

Authorization of Change Orders

AGENDA ITEM NO. 12

Authorization of Federal and State Grants

AGENDA ITEM NO. 13

**Emergency Procurement Approvals by CEO –
Informational Only**

Old Business

New Business

Executive Session

Attorney-Client Privilege Matters