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## Authorities Budget Office Policy Guidance



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### Authority Mission Statement and Performance Measurements

**Name of Public Authority: Albany County Airport Authority**

**Public Authority's Mission Statement:**

The Authority's mission is to provide adequate, safe, secure and efficient aviation and transportation facilities at a reasonable cost to the people. To accomplish our mission we will:

- Provide world-class, customer-oriented transportation services;
- Promote airline, cargo, business and general aviation services on airport by providing quality airport facilities;
- Operate the airport and provide services in the most cost-effective manner;
- Foster inter-modal transportation;
- Implement the airport's Capital Improvement Plan; and,
- Maintain financial security.

**Date Adopted: November 1, 2010**

**List of Performance Goals (If additional space is needed, please attach):**

**PERFORMANCE MEASURES**

The Authority has identified the following performance measurements to assess its success in achieving its mission and intended public purpose.

<b>Area of Measurement</b>	<b>Performance Measure</b>	<b>Performance Measure Component</b>
Safety	Employee Accidents and Incidents	Construction Injuries Lost Time Injury Rate
	Airfield Violations	Runway Incursions Runway Condition FAA Safety Compliance Violations Warning Citations Issued
Security	Security Incidents and Violations	Security Badge Breaches
Financial	Revenue Management	Total Revenue per EPAX* Total Non-Airline Revenue per EPAX
	Cost Performance	Operating Cost per EPAX Airport Cost per EPAX
	Debt Management	Debt Service Coverage Ratio Debt per EPAX
	Liquidity	Days Unrestricted Cash on Hand
Operational	Aircraft Delays caused by Airport	Number of Aircraft Delays caused by Airport or Runway Closings
	Aircraft Delays caused by Fixed Base Operations	Number of Aircraft Fueling Delays
Customer Service	Service Quality	Terminal Cleanliness Concessions Quality and Variety
	Customer Satisfaction	Customer Survey Results
Environmental Sustainability	Environmental Compliance	Violations Identified by Regulatory Agency De-Icing Material Discharge Frequency and Severity of Spills
	Noise	Noise Levels Noise Complaints
People	Employee Satisfaction	Employee Turnover
	Workforce Diversity	Minority Representation in Workforce

\*EPAX - Enplaned passengers

### **Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

The board members acknowledged that they have read and understand the mission of the Authority by adopting a resolution affirming their acknowledgment.

2. Who has the power to appoint the management of the public authority?

The members of the Authority appoint the Chief Executive Officer (CEO). The CEO has the authority to hire all other employees of the Authority including lower levels of management.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

The board of the Authority has not adopted a formal written policy for appointing the CEO. The past practice to date has been to select the best qualified candidate after a vigorous search of all available candidates.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board as the governing body of the Authority is responsible for annually reviewing the Authority's mission, goals, objectives and performance results. Once the mission and goals are approved by the Board, management is responsible for developing and implementing policies and procedures and other direction of the board necessary to achieve the goals and objective and fulfill the Authority's mission.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

The board members acknowledged that they have read and understand responses to these questions by resolution adopted November 1, 2010.