



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
ADMINISTRATION BUILDING  
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ALBANY, NEW YORK 12211-1057

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## ALBANY COUNTY AIRPORT AUTHORITY

### REGULAR MEETING

#### AGENDA

September 14, 2020

#### General:

1. **Chairman's Remarks**
2. **Approval of Minutes**  
**Regular Meeting – July 20, 2020**
3. **Communications and Report of Chief Executive Officer**

#### Reports:

4. **Chief Financial Officer - Overview of 2021 Budget**
5. **Project Development**
6. **Counsel**
7. **Concessions/Ambassador Program**
8. **Public Affairs**
9. **Business & Economic Development**

#### Action Items:

10. **Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 **Negotiations: Contract No. - SC-1056 Branding, Marketing & Website Design Services**
  - 10.2 **Negotiations: Contract No. - S-20-1060 – Government Affairs and Lobbying Services**
  - 10.3 **Issue Purchase Order for Purchase of Materials at Fixed Cost Option Type 1 and Type IV Glycol**
  - 10.4 **Contract No. 1053-FP for MDF (Main Distribution Frame) Room Fire Protection System**

**10.5 Concession Contract Adjustments: HMS Host - Contract No. 566-CON-FB; OHM – Contract No. 910-CON-FB; and Paradies – Contract No. 822-CON-RNG**

**10.6 Easement – Grant of a Utility Easement to the Town of Colonie for Relocation of an Existing Water Main**

**11. Authorization of Change Orders**

**11.1 Change Order No. 1: Contract No. 991-P - Terminal Amenities - Toilet Room Renovations and Miscellaneous Upgrades**

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

**None**

**13. Informational Only**

**Old Business:**

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

**ES-1 One Personnel Matter**

**ES-2 One Personnel Matter**

# **AGENDA ITEM NO. 1**

## **Chairman's Remarks**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**



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**ACAA**  
**Approved**  
**09/14/2020**

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

**July 20, 2020**

Pursuant to notice duly given and posted, the regular telephonic meeting of the Albany County Airport Authority was called to order on Monday, July 20, 2020 at 11:30 a.m. via telephonic by Chairman Kenneth J. Doyle with the following present:

**MEMBERS PRESENT**

Rev. Kenneth J. Doyle  
 Tony Gorman  
 Lyon M. Greenberg, M.D.  
 Steven H. Heider  
 Kevin R. Hicks  
 Samuel A. Fresina (via telephone)  
 Sari M. O'Connor

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
 Christine C. Quinn, Esq.  
 Michael F. Zonsius  
 Doug Myers  
 Liz Charland  
 Steve Iachetta  
 John LaClair  
 Helen Chadderdon  
 Matthew J. Cannon

**ATTENDEES**

Ray Casey, Airport Consultant  
 Fred Acunto, Airport Manager, AvPorts (via telephone)  
 John DelBalso, Assistant Airport Manager, AvPorts (via telephone)  
 Dennis Feeney, Majority Leader (via telephone)  
 Bob Heitz, Million Air (via telephone)

**General:**

**1. Chairman's Remarks**

**2. Approval of Minutes**

Mr. Hicks moved to approve the minutes of the May 4, 2020 regular meeting and the June 8, 2020 regular meeting.

The motion was adopted unanimously.

**3. Communications and Report of Chief Executive Officer**

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of July 2020

**4. Interesting Correspondence**

**Management Reports:**

**5. Chief Financial Officer**

Mr. Zonsius presented the Financial Report for the month of July 2020

**6. Project Development**

Mr. LaClair presented the Project Development Report for the month of July 2020.

**7. Counsel**

Ms. Quinn reported on the Airline Use & Lease agreement.

**8. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Program report for the month of July 2020.

**9. Public Affairs**

Mr. Myers presented the Public Affairs report for the month of July 2020.

**Action Items:**

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

**10.1 Construction Contract: Authorization to Award Contract 20-1047-GC: Terminal Escalators # 22-23 Replacement**

Mr. Iachetta recommended authorization to award Authorization is requested to award Contract 20-1047-GC for Terminal Baggage Claim Escalators 22-23 Replacement to qualified low-bidder Wainschaf Associates, Inc. in the amount of

\$1,199,000. The bid follows extensive advertising of the Notice to Bidders and over 17-planholders of record. The General Contractor received proposals from multiple escalator manufacturers who attended the pre-bid meeting. He further advised the scope includes, but is not limited to, in-truss modernization of Escalators #22-23 at the terminal baggage claim area, selective demolition and removals for placement of new components, temporary hard wall protective barriers and the use of special rigging.

He advised Passenger Facility Charge funding was approved as part of Application #20-04-C-00-ALB in the amount of \$1,100,000. The remaining amount of \$99,000 will be funded from ACAA Development Account. Further, the award is contingent on New York State Apprenticeship program compliance. Adjacent public stairs and Escalators #16-17 will remain in use through the project. Demolition will be performed at night or with sound-insulation barriers to mitigate potential passenger complaints.

Mr. Heider moved to authorize Contract No. 20-1047-GC for Terminal Escalators #22-23 Replacement to Wainschof Associates, Inc. in the amount of \$1,199,000 contingent upon New York State Apprenticeship Program compliance. The motion was adopted unanimously.

**10.2 Lease: Authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.**

Mr. Zonsius recommended authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space. He advised that TSA, via their lease negotiator GSA, has requested that this lease be renewed for a five-year period with one-five year option. The new leased area is reduced to 8,841 sqft, but may increase to include two additional offices in Concourse B. He further advised that the lease is for an original term of five years with an initial rate of \$61.50 sqft/year (\$45,310.13/month, \$543,721.50/year) and has annual escalators of \$1.00/sqft per year throughout the remaining term and option period. The current lease rate is \$48.80 sqft/yr.

Mr. Hicks moved to authorize said Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space for a lease amount of (\$45,310.13/month, \$543,721.50/year) and has annual escalators of \$1.00/sqft per year throughout the remaining term and option period. The motion was adopted unanimously.

**11.1 Change Order #4: Authorization to award Change Order #4 to Contract # 989-PC New Parking Garage Precast to Unistress Industries.**

Mr. LaClair recommended authorization of Change Order No. 4 for Contract No. 989-PC for New Parking Garage Precast Concrete in the amount of \$110,000 which includes payment for erection crane down time, Level 5 deck drains and additional cost for erecting the structure out of planned sequence. The percentage of construction change orders is less than 4.2% of the bid amount.

Mr. Heider moved to authorize Change Order No. 4 to Contract No. 989-PC – New Parking Garage Precast to Unistress Industries in the amount of \$110,000.00. The motion was adopted unanimously.

**Old Business:                   None**

**New Business:               None**

**Executive Session:   Attorney-Client Privilege Matters:**

Mr. Hicks made a motion to go into Executive Session to discuss three matters of Attorney-Client Privilege:

**ES-1**   Matter leading to the employment of a particular person or corporation.

**ES-2**   Matter leading to the appointment of a particular person or corporation.

**ES-3**   Acquisition of Real Estate

Dr. Greenberg moved to go out of Executive Session. The motion was adopted unanimously.

There was no action taken on either of the Executive Session items.

There being no further business, the meeting was adjourned at 1:15 p.m.

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- 3. Chairman's Remarks**
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**Regular Meeting - June 8, 2020**
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**Reports:**

- 4. Chief Financial Officer**
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**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Construction Contract: Authorization to Award Contract 20-1047-GC: Terminal Escalators # 22-23 Replacement**
  - 10.2 Lease: Authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.**
- 11. Authorization of Change Orders**
  - 11.1 Change Order #4: Authorization to award Change Order #4 to Contract # 989-PC New Parking Garage Precast to Unistress Industries.**
- 12. Authorization of Federal and State Grants**

**None**

**Old Business:**

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

**ES-1** Matter leading to the employment of a particular person or corporation.

**ES-2** Matter leading to the appointment of a particular person or corporation.

**ES-3** Acquisition of Real Estate

**ACAA**

**Moderator: Liz Charland  
July 20, 2020  
11:26 am CT**

Operator: All participants are now in listen-only mode.

(Fr. Doyle): All right. We'll call the meeting to order, and thank you to all of you for being here. It's so nice to hear your voices, but it's even nicer to see your - see your faces. So glad to have everybody together. The first order of business is to approve the minutes of the last two regular meetings -- the June meeting and the - and the May meeting. Any comments, or additions, or subtractions from those minutes? If not I'll accept the motion to receive those minutes of both the May and June meetings. (Unintelligible) Second, (Sari). All those in favor?

All: Aye.

(Fr. Doyle): Thank you. And now, (Phil) will give us (unintelligible) work.

(Phil): Thank you, (Fr. Doyle). And I want to remind everyone that this meeting is being recorded pursuant to the governor's executive order. There will be a transcript made of this meeting which will be available to the public. And my report will begin with just an update on some of the things we proceeded to do

since our last meeting where I gave you a very comprehensive outline of what the airport was doing to deal with the challenges of the Coronavirus crisis. Since then we have used UVC on sanitizing (unintelligible) all of the escalators in the terminal.

That's a -- really I think an important step that we've taken to protect the safety of the public (unintelligible) in the airport. But we deemed it necessary and we're looking at other UVC technology (unintelligible) as well, specifically with the air filtration system in the airport.

Probably you've read articles about the opening of malls that was contingent on malls having installed UVC -- having installed MERV 13 filters in their air filtration systems, we have MERV 14 in our system, and in a couple of days -- hopefully within the next two or three days -- we'll have actually MERV 15 installed within our systems.

In addition to that, over the past few months, we've been increasing (unintelligible) with the use of temperature, amount of clean air being let into the terminal to provide additional assurance that the air within the terminal is as safe as possible for our visitors and for our faculty coming through.

We continue to use electrostatic cleaning on an hourly basis throughout the terminal. You will see workers throughout the terminal as you walk through it.

This electrostatic cleaning apparatus cleans the terminal regularly. And you'll see now billboards that we have put outside as you approach the airport reminding folks the steps that they need to take to work with us -- like they need to wear masks and we've received almost 100% compliance with the mandatory mask requirements.

We're requiring them to maintain social distancing, other things that they should be doing to protect themselves and their fellow travelers. We've repeated these messages on social media and on all of our messaging here at the airport, and I think it's been so far a very effective campaign.

We're also working closely with the Governor's office, and have been for the past couple of weeks. The Governor's State quarantine order -- they're now 22 States that are under mandatory quarantine -- meaning travelers who come off of a plane coming from those States are required to fill out forms that provide information to a State Department of Health and Health and State officials that can be used to track them down should they need to be tracked down for contact tracing purposes.

And we've had almost universal compliance -- acceptance of this requirement, as well. And I want to thank the folks from our Operations Team who have been working with the State Department of Health, and the Governor's office supplying on a daily basis -- sometimes multiple times during the day -- the necessary data that the State needs to make sure that this protective order is effective.

And there you'll see police officers working with officials from the State Health Department greeting passengers coming off the planes at the gate.

So we have both check-in points at - within the sterile area of the terminal, as well as outside the TSA checkpoint. You'll see that we've now completed the new Gateway - that's - that's just how the Gateway looked on the Fourth of July. I think it's spectacular looking. We opened the Mario and Matilda Cuomo Pavilion. If you haven't had a chance (unintelligible) and we toured it. I think it's really a unique space that adds something special to this airport.

There are books that are free of charge supplied by the Writer's Institute. They're books written by authors that the Writer's Institute has a relationship with and passengers or our visitors can take books, and there's no need to return them -- they're yours.

There are also cards with QR codes where you can download lectures, you can download books, by writers who have appeared at lectures at the Writer's Institute. There are curated -- there's one curated exhibit by Edward Kennedy, by William Kennedy and you will see that in that period exhibit he has some first drafts of a novel that he wrote.

And you'll also find a curated exhibit by Mario Cuomo featuring some of his executive orders related to (unintelligible). And we've completed and opened the parking garage. I think it's terrific. If you haven't had a chance to go through it.

Something that I think we should all be really proud of. A lot of work went into planning, effort went into getting it completed. And kudos to (John O'Donnell), (John LaClair), (Levi Kenna), all the folks from (Turner) and with (Chase). And all the (unintelligible) that worked on it.

Man 1: Can I ask a question?

(Phil): Absolutely.

Man 1: The -- is the abundance of New York State signs...

(Phil): Yes.

Man 1: ...that are appearing all over.

(Phil): Yes. They are on the original plans.

Man 1: They were on the original plans. They were. Okay.

Man 2: Are there any more coming?

((Crosstalk))

Man 2: There's no mention of the town or the county on of any of the signs here right.

(Phil): Umm.

Man 2: County still owns the airport, right.

(Phil): County still owns the airport.

Man 3: That's all that counts.

Man 2: Huh?

Man 3: That's all the counts.

(Phil): It was part of... As you know, the State put in an enormous amount of money when it came to building the garage (unintelligible). The planning was... We continue to do improvements and we just completed the long term parking lot paving.

We took advantage of the fact that you know, there has, you know, been an opportunity here to move folks to other parts of the parking garage or the

parking lot to free up space that, you know, enabled us to pave the parking lot at a fraction of the cost of what we would have paid in a normal year.

So that's a good thing. I really want to thank (John LaClair) and (Richard Beaty) and the push for it to happen. And I think it looks terrific. And throughout the airport grounds, you'll see caulking work going on, flowers being planted, beds, and just general improvement of the airport grounds.

So I think, you know, this place is starting to look really spectacular and I'm proud of everybody and the effort we've put into it. It's done a lot, I think, to improve morale around here as well as to increase the right image we want to project for the airport.

Man 4: Did we raise the flowers? Because they are beautiful.

(Phil): So, I think I mentioned at our last board meeting, I've hired the city's former gardener, (Judy Stacy). She's a Master Gardener and she has relationships with growers in the area.

Man 4: Well it looks sensational...

((Crosstalk))

(Phil): ...flower...

Man 4: ...I haven't seen a shopping center or anything with the kind of character found here.

(Phil): Judy is one of the hardest workers. She's been awesome. She's a real talent. We're lucky to have her on board. And my last comment. We are working on

the master plan. And (Matt) and I have had weekly conversations. And of course, (Herbert) and (Dale) will be coming in at the next board meeting to talk through that - the way that master plan spun out for you for your approval. They contemplate at least 11 public meetings over the course of the 18 months, two-year master plan process.

There will need the need to form two committees that will be part of that public outreach opportunity. One, a technical advisory group that will involve folks like (Steve Iachetta) from the technical side dealing with environmental claims issues and the like. And then a community group that we will want to make as diverse and inclusive as possible to make sure that we have an airport going forward for the next 20 to 30 years that reflects the region. Any questions for me?

Man 4: So are all the airlines requiring masks to be wear - worn - now on flights?

(Phil): They all are.

Man 4: They all are.

Man 2: Are the Sheriff having any part in making sure that that's enforced?

(Phil): The Sheriff has not been asked. The airlines are enforcing it on the planes (unintelligible). Within the terminal, we've made it mandatory, but we're not enforcing...

We're not finding anyone, as I mentioned, we've had almost 100% compliance. So we haven't felt that that's necessary.

Man 2: This is about the Sheriff. Are they back to full?

(Phil): No. So, the Sheriff called and he asked if we would add an additional Sheriff personnel on. We began a couple of weeks ago seeing a really encouraging increase in passengers who were in the terminal.

We were almost back up to 40% through flight. Since the travel ban has gone into... Since travel restrictions -- the quarantine has gone into effect -- and I think because of the outbreak in the South and in the West, and just travel declining nationally, we're back down to about 25 to 26%. So we've added one more Sheriff personnel so we're back now to 12 versus 20.

Man 1: Any more questions for (Phil)?

(Phil): The only other thing that I'll add is that I wanted to mention, the Signatory Use and Lease Agreement provides that... It expires at the end of this year and that airlines needed to give their intent to renew by June 30. I'm happy to say that five of the seven signatory airlines have indicated an intent to renew for a one year period on the same terms and conditions with two two-year extension options to extend, so potentially five-year renewal.

Man 2: Are the other two a problem?

(Phil): No. They won't be a problem. They're -- I mean the airline industry is going through, you know, turmoil as you can imagine at the moment. And so there's just a corporate policy on their part not to sign anything.

Man 1: (Michael Dunn), do you have the financial report?

(Michael Dunn): One of those (unintelligible) you can see there we said, "No intentions." I think that (unintelligible) traffic up to (unintelligible). You know, in (Kurt)'s,

(Phil)'s comments, you know, this is the (unintelligible) we've had since March 7th. This would have shown on a national level, which is the blue. And the purple level, which is Alden Airport. And if you can see it was back in June 24 when we did get encouraging signs of growth up until that point.

And then we had the quarantine go into effect which somewhat altered the (unintelligible). Currently, we're about 8,000 passengers (unintelligible) on a weekly basis because it takes out the variations in Mondays versus Thursdays.

And then 8,000 passengers per -- that's 9,000 passengers per day. Keep in mind (unintelligible) is not passengers but it's all those individuals going through security checkpoints. Now for all practical purposes, in May that was 86% of the passengers going through the checkpoints are indeed passengers.

The remaining are workers - TSA people. In June, which I did show, there was 90% of passengers going through these checkpoints were passengers. So it's something to keep in mind.

And as we elevate that, well, those numbers get larger. Well, then the percentage of course for passengers goes larger. Now, this is the monthly claimage. This is the monthly claimage. I have it for June. June we had about 30,000 passengers. And again if you divide by four, roughly that's 8,000, you know, passengers per week.

But we have June you know, and we have - we are in such unprecedented times. And what I am showing is that we have about 8,000 passengers per week, or 30,000 per month throughout the next four months and then I have an incline. Is this correct? No. But it's the best projection we have at the moment. We'll know more once we get into this -- when the quarantine comes back.

For next year we are projecting a \$1.2 million in claimage for the entire year. This, of course, is the operating revenues and expenses. No secret. You know, the revenues in the past few months were less than expenses. And I did want to say that I did pare down this presentation from what I provided you just for brevity and to keep it shorter and keep it a little bit more interesting for this call.

Revenues - operating revenues and of course we have it down below the \$3 million mark per month. This does not include the CARES Act funding for \$16.2 million, which we have collected about \$3 million thus far. Where it does show up, it's non-operating revenue.

As for operating expenses, you know, they are coming down, you know, towards the \$2 million mark and we do expect that to continue to drop the next few months. So we are below budget on that. You know, in -- so my biggest concern - our biggest concern - is cash which is why I include this.

Currently, our operating cash is still sufficient. We still have, you know, finance reserves capital. We do have some, but (unintelligible) in the moment. And then we have our debt service reserves. Operating, as I said, we are fine. Capital though, we, you know, still see those numbers go down.

One of the reasons why they've come down is because we are now completed with the garage project. We have reviewed all our capital projects throughout the rest of the year. And we have done our best and we will minimize those. But I have included, you know, for a capital funding source as shown on the financial statement, is we -- is the grant which we signed that we -- that was (unintelligible) the New York sign.

So, one of the projects that we do have to look at carefully is the air traffic control tower improvements which was \$2 plus million. As you may or may not recall we (unintelligible) on that one. However, the federal government said -- or the FAA has indicated -- that was not allowed - that type of project. So we have put that on hold and we are, unfortunately, going to have to wait to fund that.

These are just the capital projects. You know, we are okay now, but it's something that we just have to keep very mindful of - what projects are going and how much we are spending. This is HS - passenger airline service projections. And again I always look at this at the third week of the month, which would be this week. As of July, you know, we did have one increase in nonstop and that was to Atlanta in July.

We also had other increase, we increased from 8.25 daily flights to 25.1 flights. Now I expect that to possibly be revised since we quarantined and I hope to provide these financial statements for June 30th later this week or early next week.

(Phil): (Michael), thank you. Any questions for (Michael)? So (Jim), for clarity again, tell us about the projects we have underway.

(Jim): We'll try.

(Phil): Thanks (unintelligible).

(Jim): Okay, so we have an ongoing project (unintelligible) we're just waiting -- unfortunately, Covid hit us -- we're waiting on delivery of the remainder of LED lights that we... They're scheduled in at the end of this month which will probably be end of this week or early next week and then DOC will come

back.

We have about three weeks worth of work to finish that up and that job will be complete. We'll be able to close that one out. So it's getting there. It's just waiting for equipment that just couldn't get delivered. There we go. All right. I'm losing my mind. No. There we go. Sorry about that. All right. Jet bridges. So jet bridges. We don't have the funding for - quite yet - from FAA but the contract remains with Arrow Bridge Designs.

We are - CNS is the engineers for this - and they are doing a (unintelligible) anyway. We want to keep things moving. Right now JBP - who was the jet bridge manufacture - is back in full production. They're in Utah. Whether that stays, we don't know. As you know, Utah's one of the hot states, so we've got to be careful with that. So that's one reason we're trying to push this job (unintelligible) as fast as we can.

Get the order in because it all depends on where you end up in the manufacturing order as to when you get the bridges. We're hoping to have these delivered for Spring of next year. We're going to -- but manufacturing is a three-month process. So we've got to get them from the right manufacturers.

So that's where we are with that. License plate readers - you've all gone in and out of the parking lot, the garages. It reads your license plates, also reads your E-ZPass, so if you don't hide your E-ZPass -- if you don't want it -- it's going to pick it up.

Man 3: Sure does.

(Jim): Thank you for donating. We appreciate it.

Man 3: That happened to me a number of times.

(Jim): I'm sure.

Man 3: And you can't take your E-ZPass down. It's on the windshield.

(Jim): Right.

Man 3: Is there no way around that?

(Jim): There is. If you go in any lane - in the lanes that don't call for E-ZPass -- you have to look - there are signs for then -- there is... It should not read your E-ZPass. And it should -- so it should read your license plate instead of the E-ZPass.

There are designated lanes actually for E-ZPass. It should - it should not read it if you're not in an E-ZPass lane. I know sometimes it does. And a lot of that believe it or not is weather-dependant on how hot - if it's really humid out, it will pick up the signal - just like anything else. Radio signals go further in the humid weather. The moisture carries the signal and it picks it up.

Man 3: It picks it...

(Jim): If you donate. We appreciate it.

Woman 1: They have the metal bag...

Man 3: We'll find out.

(Jim): Yes. They have the bags like (unintelligible) was saying, if you have it on

your windshield there's really not anyway -- you have to pull it off.

Woman 1: I just pull it off and put it in...

(Jim): Pull it off and put it in the bag. Right. If you put it in the bag, then you cover yourself. But I do know what you're saying.

Man 3: I'll let you know tomorrow (Jim).

(Jim): Sweet. Just pay the bill; that's all we ask. We're good that way. Just pay the bill. So as we said, the new garage is open.

The new entrance is the sign - is the picture on the upper right-hand side. That's, you know, that's the -- the little green sign underneath the big sign that says - tells you garage open/closed, that's actually hooked to the parts system in the garage. So when the garage is full, it will say, "Closed."

And I've had comments saying that we probably put another sign further back so we're looking at maybe doing that. Just to give you more warning before you get to the ramp. But, I mean, it seems to be working, should be able to use it. On the lower left-hand side, you see the kiosk. The one on the left-hand side - the larger one - is the cash/credit card, anything to pay the ticket (unintelligible). The one on the right is credit card only.

And then the lower right-hand corner is the look to the pedestrian bridge in the evening with the multi-colored lights that we can change the colors just like we can -- just like we're working to do the same on the outside of the garage. Unfortunately, the people that program them come from Canada -- and Canada -- they're not coming in right now.

Again, COVID has wreaked havoc with all these little tweaks that we had that nobody thought about when we designed the garage, unfortunately. But all-in-all, the garage is open. I don't know if you've been in it. It looks nice. It seems to be working well.

Go inside the terminal, upper left-hand corner, the terrazzo floors. I mean, that's a great picture right there. You can see the reflection of light. I mean, it just lightens the whole thing right up. Darker wall upper -- upper right-hand side are the restrooms.

I'm sure you've seen them. They're all good, you know, all new with blue tiles and the new floor tiles. It just lightens it up. Lower left is the portable (unintelligible). They're done. They're all hooked up. We've been generating power. (Steve), I forget what we're getting a day. But basically we're getting the maximum you can get out them. And then the escalators in the garage. They're actually energy-saving escalators.

And if you go by, a lot of times you'll see them almost at a crawl mode. And that's - they're supposed to do that. If you walk up, it will sense you coming and then they start speeding up as you get on -- they don't go lightning speed - - they slowly speed up so you don't trip getting on to them.

Man 3: Why's that one shut down today?

(Jim): The garage?

Man 3: No, the escalator.

(Fr. Doyle): I think it's maintenance.

(Jim): Yes. They do. That's a normal maintenance. Yes. We have a program with (Kone). They come in and they do normal maintenance monthly but because they were here doing the UV stuff, they got a little behind so they had to catch up to put the UV... They said, "We'd rather have the UV things that were installed" the last couple of weeks. This was just a regular maintenance thing.

There's your new signage. That's the latest graphics on the signs and you can see the sockets with the lights. And it's just -- what a difference that the LED in the terminal has made.

As (Phil) alluded to, the long-term parking -- we took advantage of an opportunity. Unfortunately, we don't have a lot of people getting on planes. But that allowed me to get to a park -- to close up a couple of parking lots and get great bids.

Newcastle Painting came in, ripped it apart. They filled up both long term and the employee lot in two days. Ripped them right apart and then they paved them back. You can see, upper left, is them paving long term.

Lower left, is them finish rolling it. Upper right is the employee lot. We had our employees - our parking people - paint the bottom of the light poles in the yellow. And our airfield maintenance crew did all the striping on the parking lot. And did a phenomenal job.

Another cost-saving thing. We have the equipment. We have the guys. They did their own layout. They did their own striping. They did a phenomenal job. Air traffic control tower. There's really not much we can do there. They're still on lockdown.

FA still on lockdown. So we're just waiting. As (Phil), or as (Michael) said

we're waiting on some money - the money got cut back on that. The one thing we will have a look at once they get opened up is their elevator. That's going to be an ongoing thing. We need to get that done - elevator is 23 years old and it needs help. (Unintelligible) - actually that's an older picture the building is lot further than that. The piles down, the towers are out. They need the countertops around. There's still some work to be done but right now HMS is not pushing to get it done.

So (Greico) Construction, which is the contractor doing work that pulled out the job. Until HMS gets it back in a program with that but it is ready to be constructed. It'll take about three weeks to finish up and get it open when HMS is ready. And (unintelligible).

So, one other thing I just want to mention and you saw it in (Bill)'s report was the Daktronics sign with big like that. It used to be over by the Denson when you come from the desert. On the back of the (unintelligible) parking lot.

As you come in from Route 7 or from (unintelligible) road, no matter which way you come in, when you stop at the light, you can't miss that sign. It sits right up there and that allows us to put the advertisements, like the weather maps on.

As you come in from that direction, with the gateway sign being the other way, over by the desert, we didn't need it. So, we moved up there with the help of (unintelligible) who remembered the company that did the original erection of it. We picked it up, we moved it (unintelligible). And it's all lit up and it's a great repurposing of that sign.

Man 2: (Unintelligible) Graphic Design.

Man 3: Thank you (unintelligible). I think most of you have had a chance to meet (unintelligible) legal counsel for the airport. And...

((Crosstalk))

Man 3: Pardon.

Man 2: (Unintelligible) Okay.

Woman 1: Thank you (Father). (Unintelligible) Upon my arrival out there. (Unintelligible) has already shared (unintelligible) and that's critically important (unintelligible) and you look forward to (unintelligible).

Man 4: (Unintelligible) debriefing, I think having five out of seven is that it means (unintelligible) goes into place if you have under the terms of this agreement, signatory airline constituting this MRI and that's a formula based on landed weight and we already have that. So we essentially have the intent of this required number airlines to ensure that come to the end of the year, we'll have (unintelligible).

Man 1: Thank you (Chris). (Unintelligible).

Woman 2: Thank you, Father. We have about 26% of our employees in this discussion have effected. (Unintelligible) Zero (unintelligible) not a minority. (Unintelligible) At the moment, it's 21 (unintelligible) and 17 on the minority (unintelligible) four out of six.

Most of the concessions, of course, as you know remain closed. (Unintelligible). I am happy to answer any questions in regards to that. (Unintelligible) Com back, we have been staging that slowly. The stores

(unintelligible) we have canceled. And the hours from zero in April (unintelligible) 8 to 200 hours in June. The number of deaths has gone up and of course, we do not have (unintelligible). And the Business Centers picking up ever so slightly (unintelligible).

Man 3: Thank you (unintelligible) July 3rd. (Unintelligible) News conference in October. One year away from the (unintelligible). Air Force One, we decided (unintelligible) because Air Force One was always kickoff locally (unintelligible). It is always something to see (unintelligible).

Man 1: ((unintelligible) I think that we've all met (unintelligible) come on board recently as our Director for Business and Economic Development (unintelligible).

Man 4: Thank you, Father. (Unintelligible) Social media channels for the airport. So we currently have three platforms, Facebook and Twitter and it sits in for quite a while. We launched an Instagram account a few months ago. With all three of this ( unintelligible ) non-COVID world.

Really trying to focus more on information for our travelers of what they need to know, what's going on with COVID (unintelligible) also more important informing them about what we're doing (unintelligible) standpoint and really just trying to feel confident in our travelers.

Each month I'll (unintelligible) growth from month to month. These are numbers from last week, I wrote down the new ones this morning. All have already gone (unintelligible) with the public. One note I will make (unintelligible) travelers looking for more information. Hey, I'm flying back in August what do I need to know.

And this is a great way for us to quickly provide that information for the travelers, you know, often these are coming over the weekend for that (unintelligible). Obviously the Fourth of July pictures of the gateway sign (unintelligible). What's pretty cool about that was seeing how people were sharing on the platform, to the point that I actually had someone (unintelligible) these are the type of images that should now be (unintelligible).

Pretty cool concept that hopefully will work (unintelligible) September and October. (Unintelligible) slow down a little bit, some of the huge friction we see going on right now. (Unintelligible).

Man 1: Thank you very much. Now we have a couple of action items. First is on (unintelligible) terminal and escalators and (unintelligible). This is part of our verbal transport systems and vital our building 29 elevators and escalators. (Unintelligible) These are over 20 years old to share. (Unintelligible) Competitively bid (unintelligible) and two bidders on the escalators which are items for your consideration now.

(Unintelligible) 1979 building. (Unintelligible) by our sources in Buffalo. (Unintelligible) 99 thousand was noted to be funded from (unintelligible). The adjacent escalators baggage will remain open for minimal interference with potential noise with extra insulation from (unintelligible) 1.248900 (unintelligible) future funding.

Man 1: So, people what we need is a motion to award (unintelligible) second (unintelligible).

Man 2: We can go down to 64000. Our favorite originally we're looking for to help fill the gap. I'm not gonna be ordering ten thousand but that includes having to work out of the sequence that we're there. We have the work we're gonna see of Ukraine extra pieces downtime on the train waiting for a couple of things to

get done

Man 1: I'll accept the motion to adjourn and to go into (unintelligible) session to talk about the appointment of a particular person. The appointment of a particular person, the acquisition is real (unintelligible). Motion to go into these Executive Session. (Dr. Greenberg) Thank you, all of you.

Operator: Your conference is ending now as requested by the host. Please hang up.

END

## **AGENDA ITEM NO. 3**

### **Communications and Report of Chief Executive Officer**

**Albany**  
International  
Airport

# SEPTEMBER 2020



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**Airlines for America**  
We Connect the World

## Tracking the Impacts of COVID-19

Updated, September 1, 2020

**COVID-19**

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**USA TODAY**

5 THINGS WE LOVE ABOUT ALBANY INTERNATIONAL AIRPORT



**USA Today celebrates features and amenities at airports around the country and the world. Today we're landing at New York's [Albany International Airport \(ALB\)](#), once known as "the aerial crossroads of the Northeast."**

**USA Today-August 14, 2020**

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**USA TODAY**

### 1. THE READING ROOM AT ALB



Photo by Mark Moreland

ALB is home to the Mario & Matilda Cuomo Pavilion, which is a partnership with the [New York State Writers Institute](#).

**USA Today-August 14, 2020**

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**USA TODAY**

### 2. THE ART AT ALB

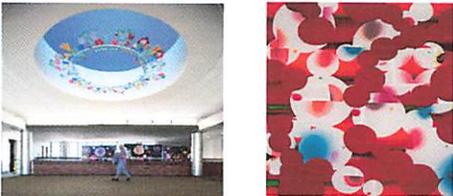


Photo by Arthur Evans

Albany International Airport's Art & Culture Program program that features information and artifacts from museums in the region, ALB airport has a dedicated 2,500-square gallery located pre-security on the third floor of the airport.

**USA Today-August 14, 2020**

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**USA TODAY**

### 3. THE OBSERVATION AREA AT ALB



Albany International Airport has a pre-security observation area on the third level of the terminal. Part of the airport art gallery, the observation area offers views of the airport runways, the wings of the terminal, and, on a clear day, the southern Adirondack Mountains.

**USA Today-August 14, 2020**

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**4. FLOWERS AT ALB**



Albany International Airport makes a point to have fresh flowers throughout the terminal. And lots of them. Starting at the curbside.

 USA Today-August 14, 2020

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**5. SHINY NEW FACILITIES AT ALB**



Albany International Airport recently completed a multi-million dollar capital redevelopment project.

 USA Today-August 14, 2020

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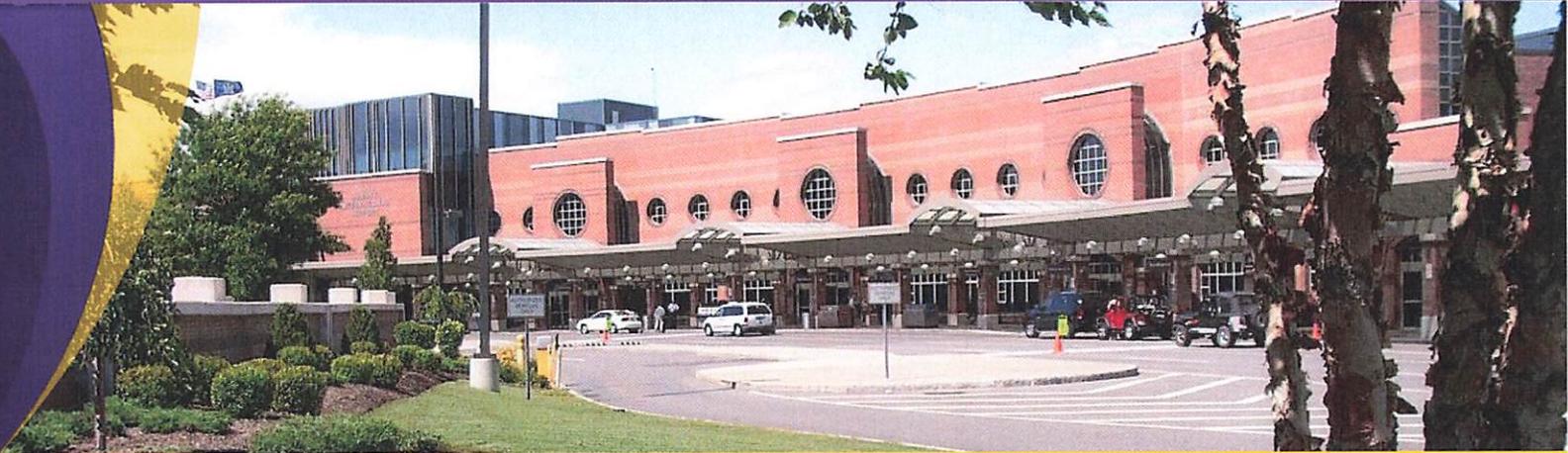


# Airport Master Plan Update

Albany County Airport Authority  
Airport Authority Board Briefing

*September 14, 2020*





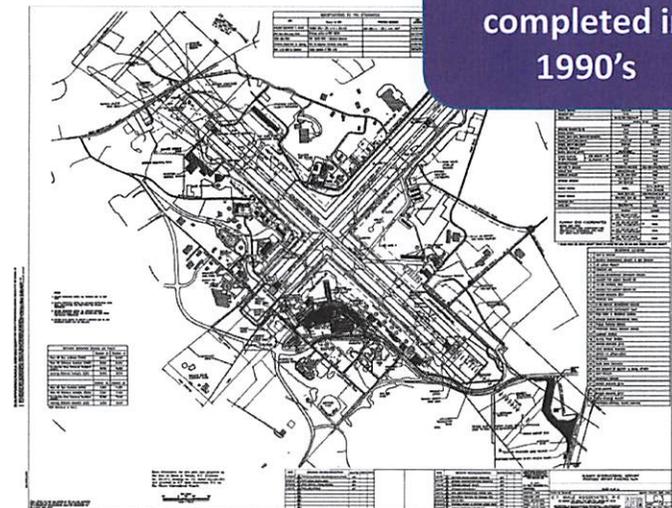
## Introductions:

- Jeremy Martelle, CM, ACE, ASC- Project Liaison
- Paul McDonnell, AICP- Project Technical Leader



## What Is An Airport Master Plan?

- Guides the airport's development and operational sustainability
- Two Parts
  - *Master Plan Report*
  - *Airport Layout Plan (ALP) (drawing set)*
- Covers 5, 10, and 20-year horizons
- Updated every 10 years
- Follows FAA guidance and standards



Last Master Plan  
and ALP  
completed in  
1990's

# ALB Master Plan Components

- **Airport Inventory**
  - Collection of existing available information and studies, field review of airport facilities, and meetings and interviews with airport operators. The product is a detailed overview of ALB.
- **Forecasts of Aviation Demand**
  - Projections of expected airport activity (aircraft operations, passenger enplanements, etc.) within the 20-year planning period
- **Demand/Capacity Analysis and Facility Requirements**
  - Identifies the existing and future demands for each airport component and provides the comprehensive determination of airport facility requirements throughout the planning period.

# ALB Master Plan Components

- **Airport Development Concepts**
  - Identification for development alternatives for each component of the airport: Airfield, Terminal Area, Air Cargo, General Aviation/Corporate Aviation, etc.
- **Land Use Plan & Development Evaluation**
  - Complementary aeronautical and non-aeronautical land use planning for airport and surrounding locations, addressing shortage the airport property and overall development compatibility.
- **Airport Layout Plans (ALP)**
  - Preparation of the formal ALP, the official documentation of potential development projects approved by the FAA

## Why Do An Airport Master Plan?

- Facilitate modernization and expansion
- Meet foreseeable aviation demand and customer needs
- Ensure that future development is:
  - Planned and logical
  - Feasible and flexible
  - Fiscally responsible
  - Environmentally compatible
  - Regionally supported
- Promote customer convenience and competitive advantage
- Allow for federal funding on eligible projects







# Tentative Project Schedule

ALB Master Plan Schedule – Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Inventory																								
				Forecast																				
								Facility Requirement																
												Development Concepts												
																Land Use Plans								
																		Plans/ALP						
																					Final Plans			
Public/Community Outreach																				D			F	



# Next Steps and Questions



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](http://www.flyalbany.com)

**MEMO:** September 11, 2020

**TO:** Albany County Airport Authority Board Members

**FROM:** Philip F. Calderone, Esq., Chief Executive Officer

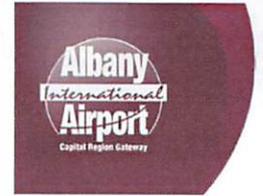
- Update: Impact of COVID-19 on Airport Operations
- August *USA Today* Report
- Master Plan Presentation – CHA Consulting, Inc.

## **AGENDA ITEM NO. 4**

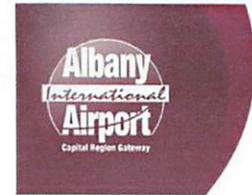
### **Financials**

# Monthly Report

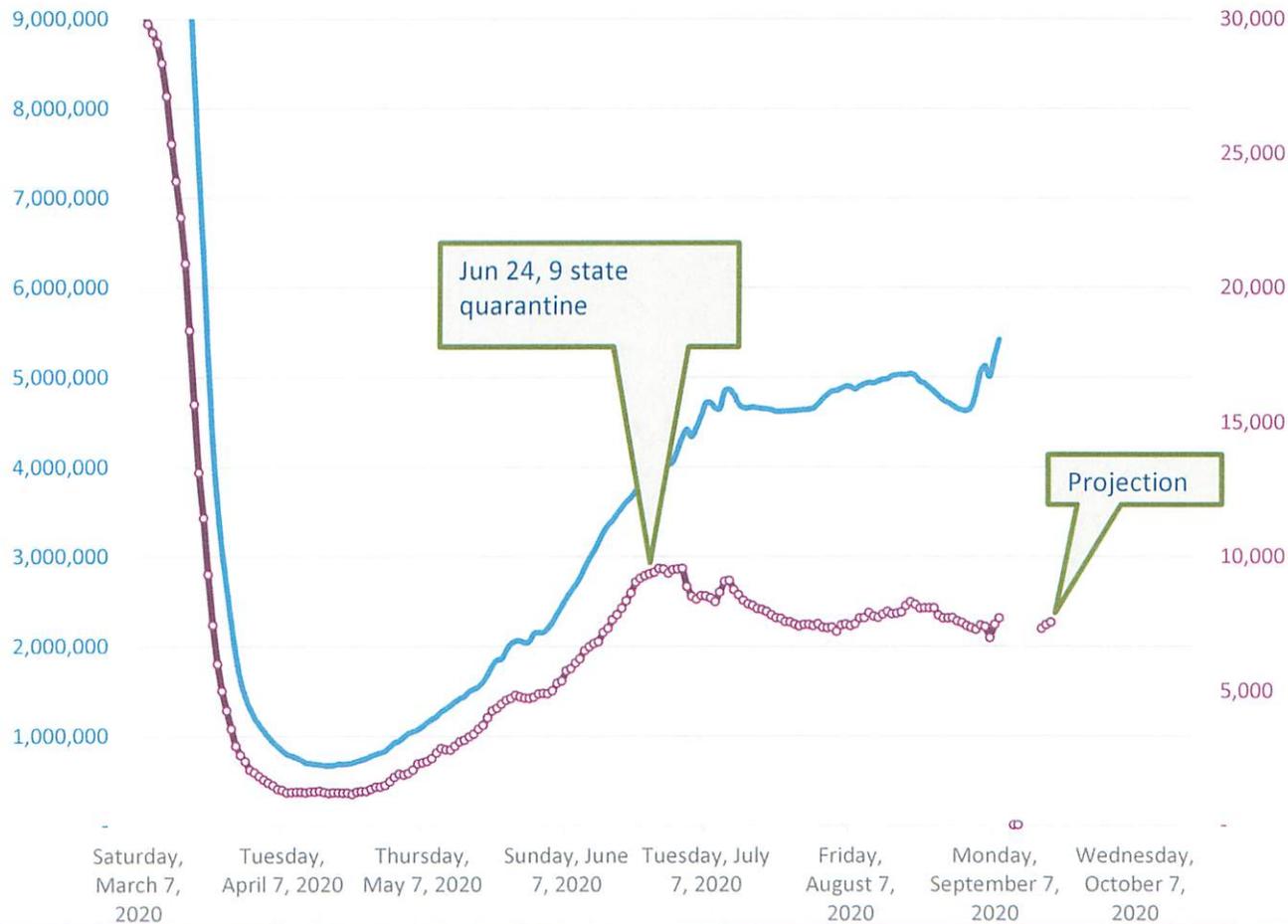
September 14, 2020



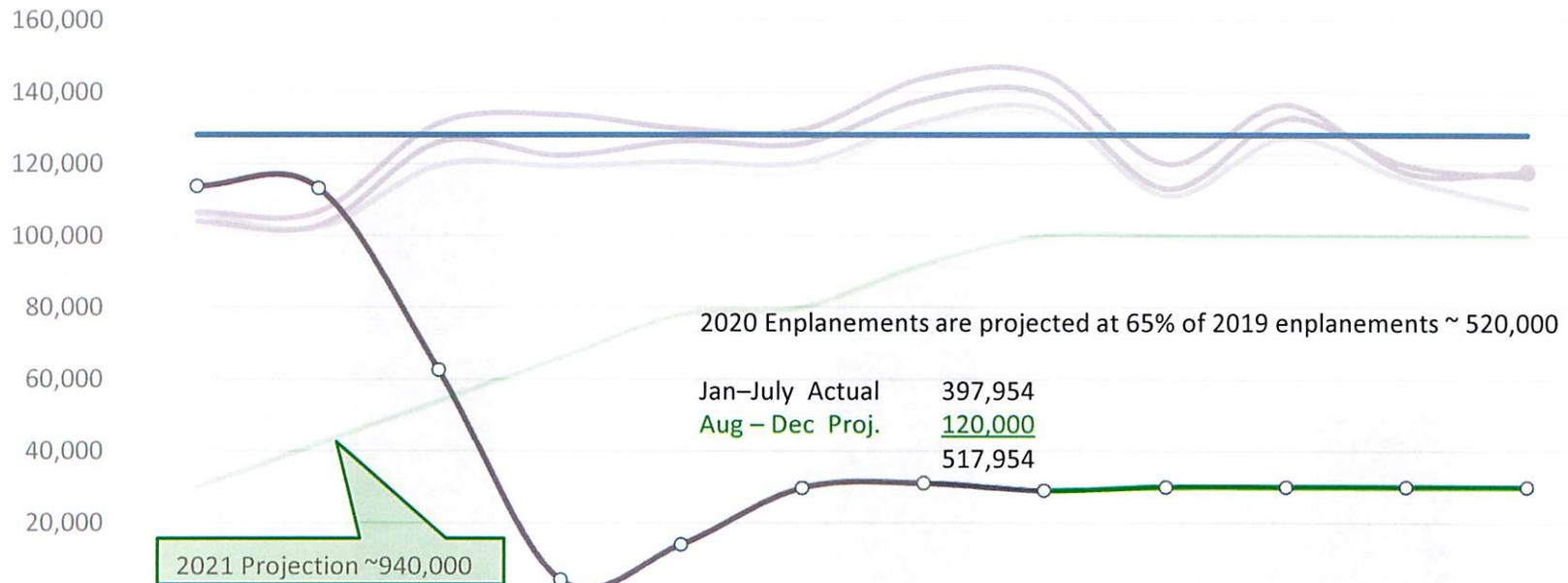
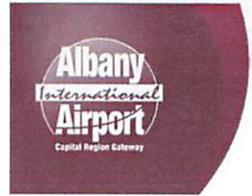
# Enplanements – Running Weekly Throughput since March 7



Running Seven (7) Day - Weekly - Throughput National vs. ALB



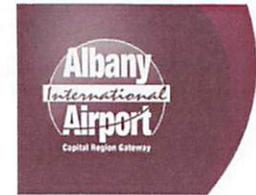
# Monthly Enplanements



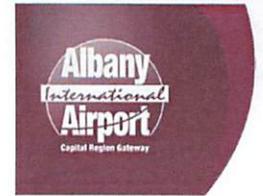
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	102,325	103,214	119,403	119,362	118,293	117,743	130,930	133,612	115,752	123,374	115,220	106,206
2017	106,168	102,255	119,677	119,423	120,665	120,316	131,916	135,306	111,208	127,281	115,758	107,862
2018	104,011	102,852	126,052	122,342	126,345	125,618	137,983	139,520	113,139	132,723	119,639	116,482
2019	106,622	106,760	131,398	133,722	129,868	129,585	143,957	144,967	120,058	136,558	117,662	117,812
2020	113,870	113,232	62,622	4,147	13,968	29,752	31,092	29,022	30,000	30,000	30,000	30,000
Proj 2021	30,000	42,000	54,000	66,000	78,000	80,000	92,000	100,000	100,000	100,000	100,000	100,000
Budget	128,041	128,041	128,041	128,041	128,041	128,041	128,041	128,041	128,041	128,041	128,041	128,041

# Passenger Comparison - June

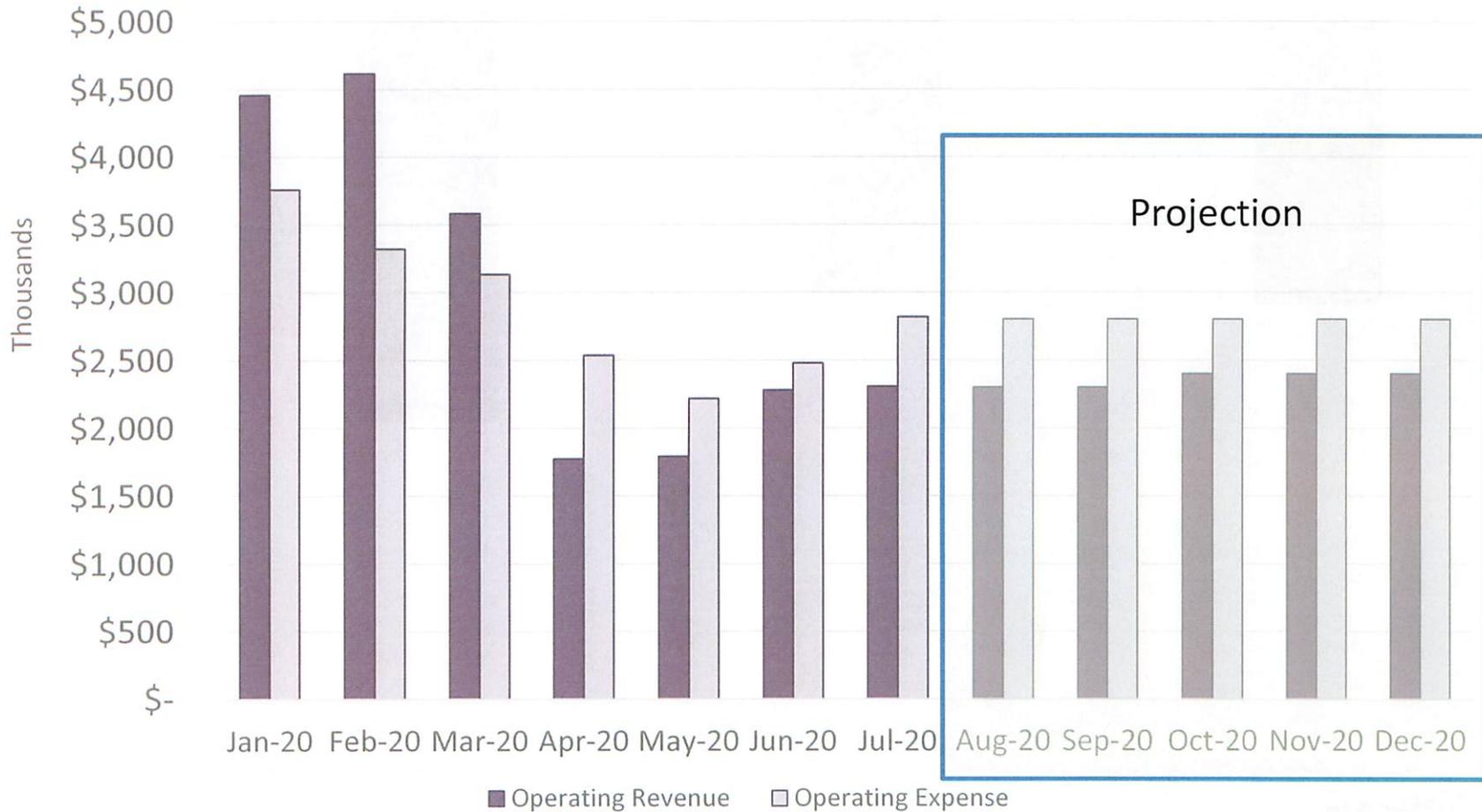
## Domestic North America vs ALB Passengers



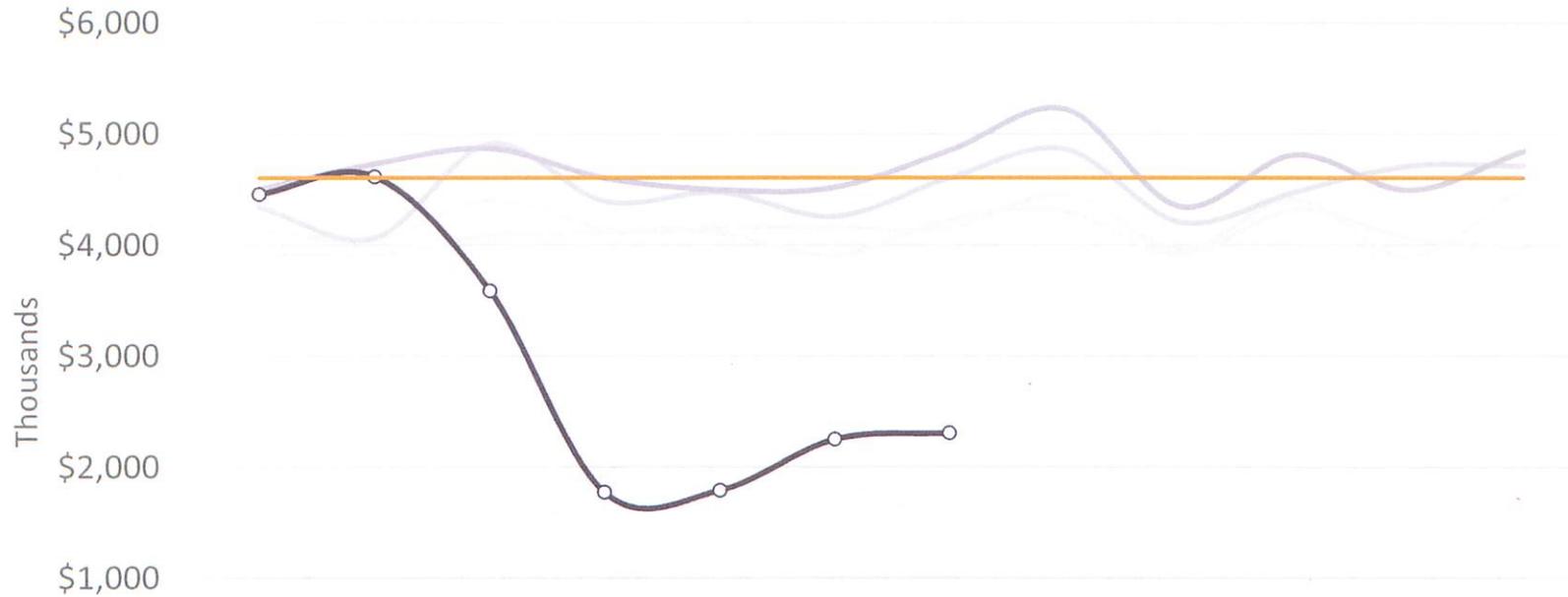
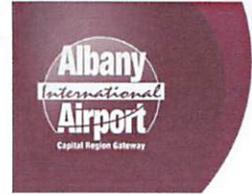
# Freight Comparison - June Domestic North America vs ALB Freight



# Operating Revenue vs Operating Expense (including FBO)

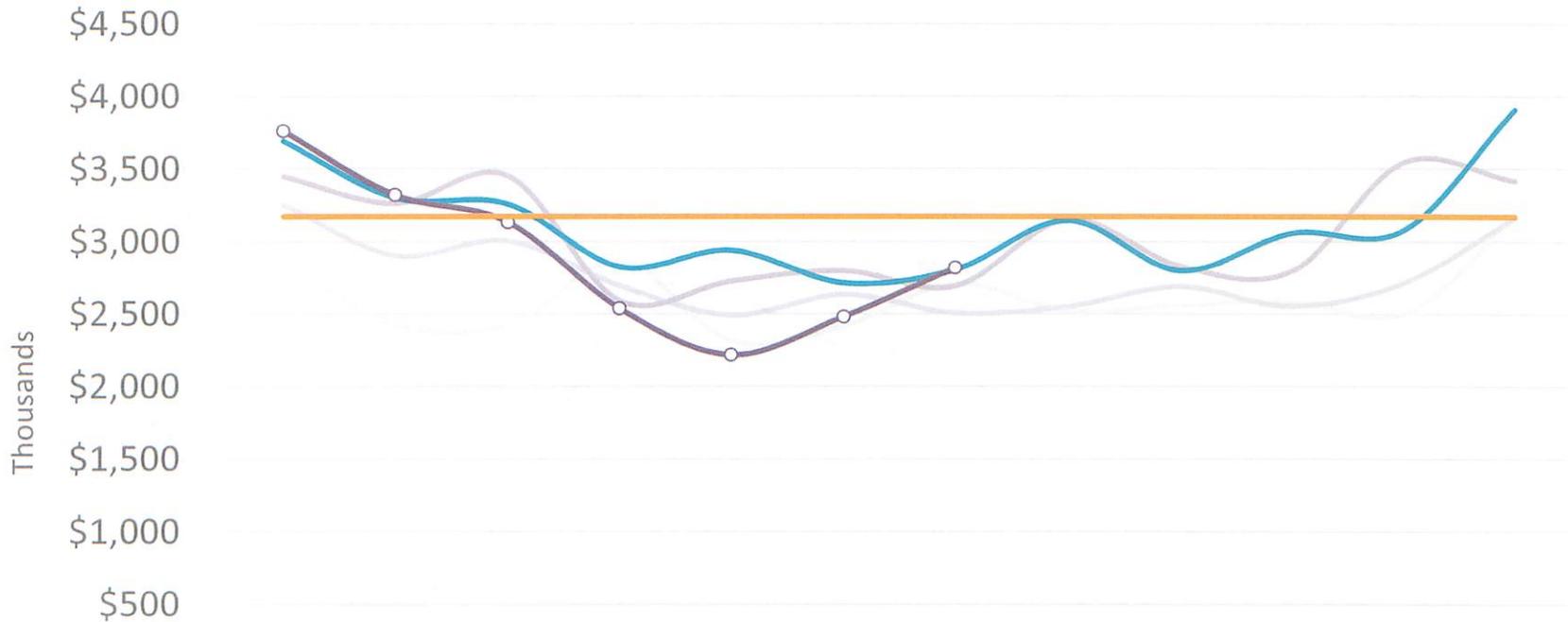
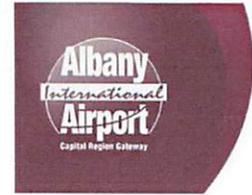


# Operating Revenue



\$-	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	3,928,860	3,917,499	4,087,012	4,109,382	4,106,818	3,910,886	4,231,228	4,307,318	3,914,972	4,319,343	4,064,148	3,978,554
2017	4,135,262	4,046,736	4,407,251	4,154,501	4,167,155	4,164,833	4,159,376	4,462,139	3,960,352	4,418,382	3,892,433	4,521,852
2018	4,341,336	4,067,370	4,912,273	4,395,345	4,473,235	4,256,906	4,604,285	4,863,261	4,206,101	4,477,987	4,712,918	4,712,918
2019	4,502,220	4,732,146	4,868,289	4,603,032	4,496,366	4,518,483	4,850,750	5,223,544	4,345,347	4,811,613	4,494,835	4,843,995
2020	4,457,704	4,614,610	3,583,977	1,772,172	1,790,745	2,248,112	2,305,280					
Budget	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697	4,607,697

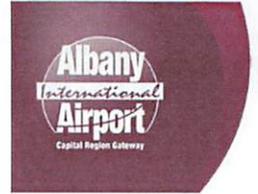
# Operating Expense



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	2,852,717	2,427,095	2,418,031	2,866,213	2,318,096	2,417,098	2,708,221	2,524,316	2,557,925	2,587,711	2,499,105	3,168,810
2017	3,251,894	2,903,201	3,004,037	2,694,039	2,491,006	2,631,640	2,505,195	2,550,098	2,688,234	2,552,571	2,712,782	3,163,109
2018	3,445,227	3,260,564	3,451,165	2,590,563	2,724,077	2,796,448	2,690,407	3,150,598	2,828,280	2,794,640	3,542,749	3,416,310
2019	3,687,922	3,297,104	3,254,095	2,821,328	2,935,808	2,710,040	2,801,912	3,141,724	2,794,858	3,054,094	3,074,811	3,906,218
2020	3,758,784	3,319,321	3,132,305	2,537,750	2,216,494	2,479,257	2,816,507					
Budget	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139	3,172,139

# Unrestricted and Restricted Funds

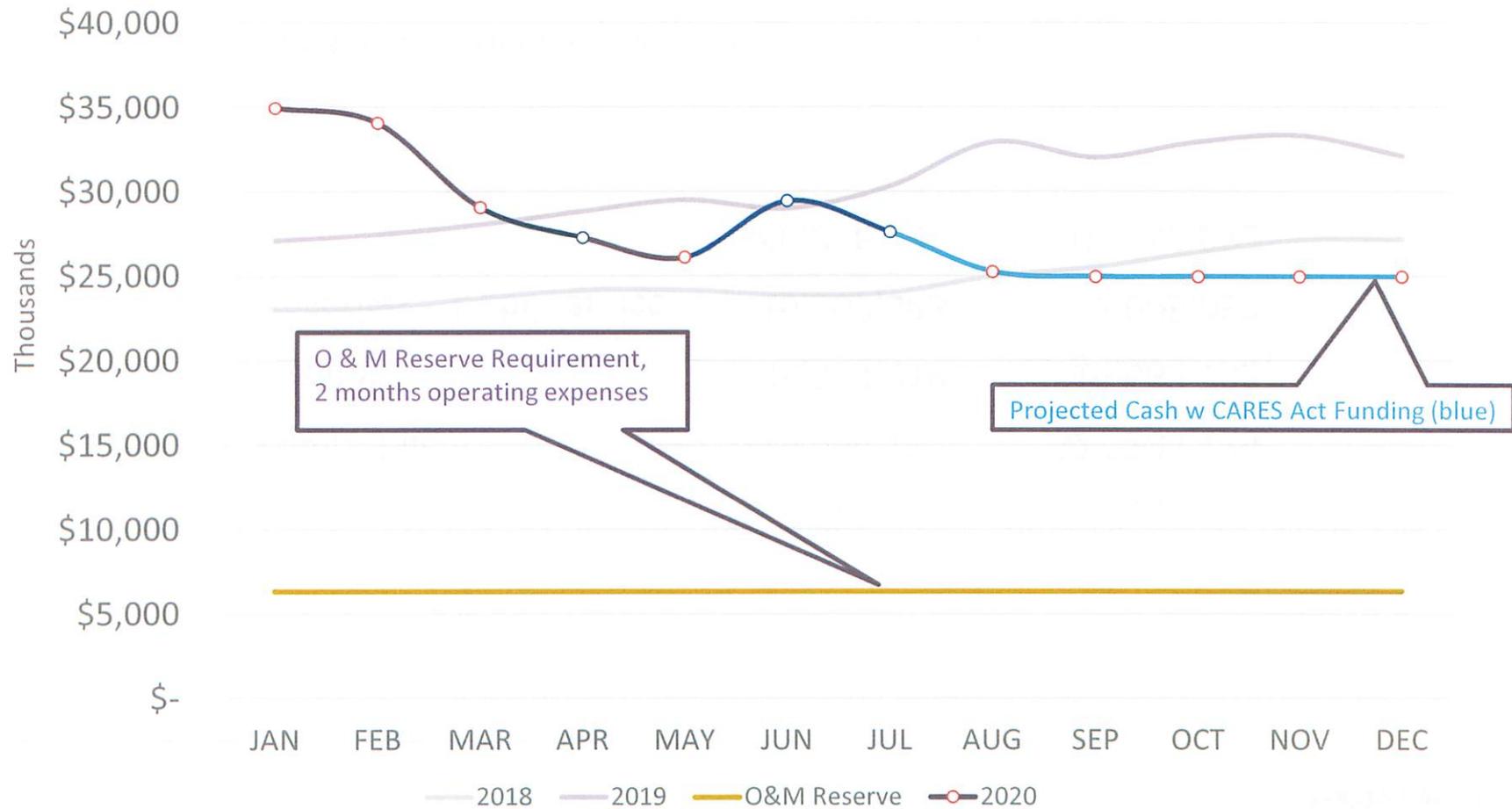
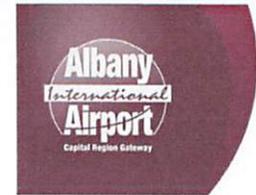
As of July 2019 & 2020



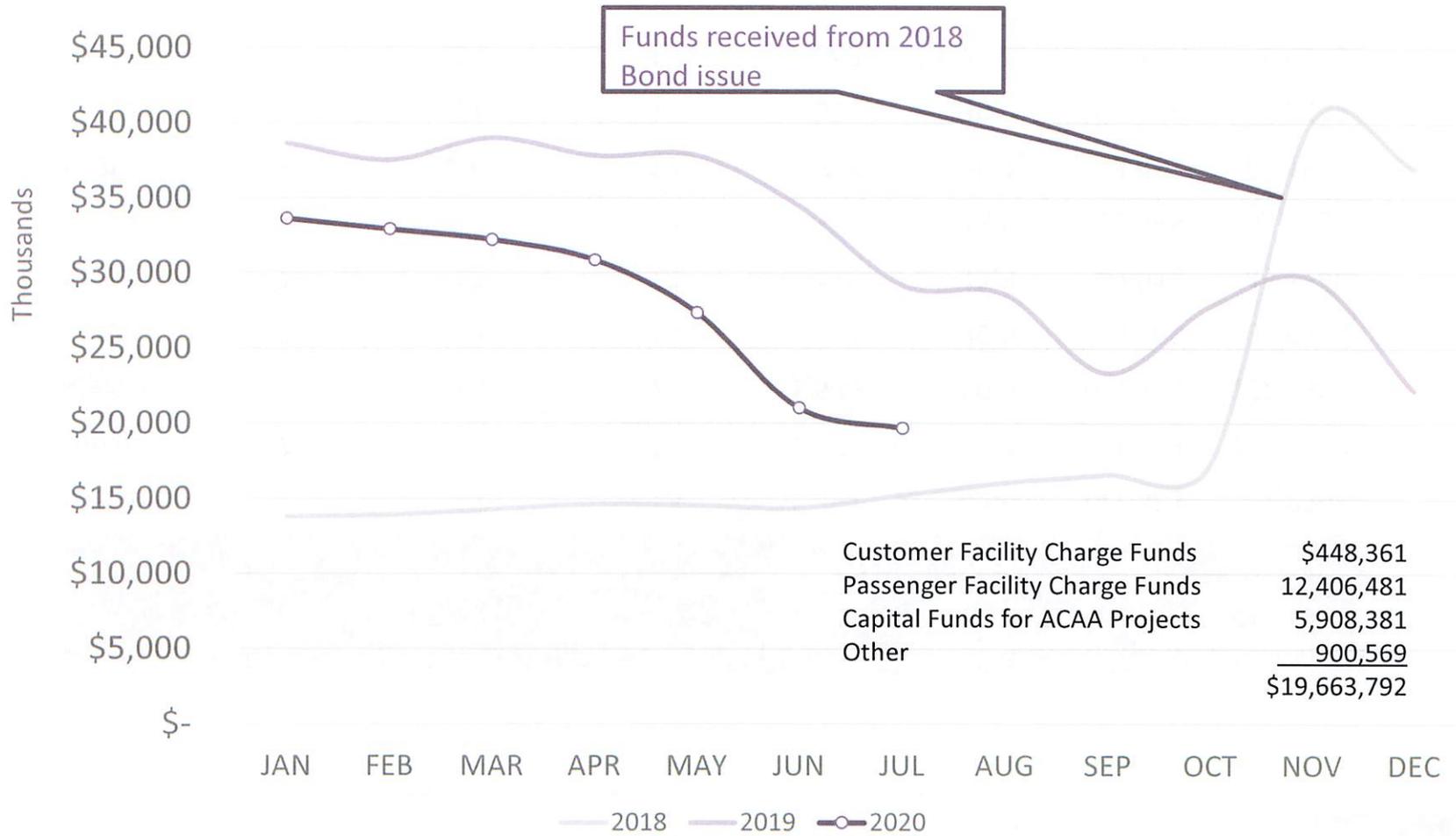
	2019	2020
Operating	\$29,064,118	\$27,584,123
Capital	35,304,819	19,663,792
Reserves – Debt Service	16,507,543	57,005,057
	<u>\$80,876,480</u>	<u>\$104,252,972</u>

2020 Reserves – Debt Service includes Bond Series 2010 held in escrow.

# Cash and Cash Equivalents - Operating

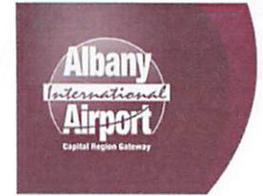


# Cash and Cash Equivalents - Capital



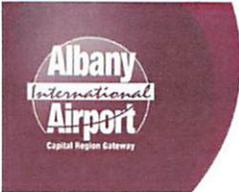
Customer Facility Charge Funds	\$448,361
Passenger Facility Charge Funds	12,406,481
Capital Funds for ACAA Projects	5,908,381
Other	<u>900,569</u>
	\$19,663,792

# Monthly Scheduled Passenger Airline Service



	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities	Non-Stop Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight
Jan20	7	17	13	1,391	44.9	141,803	147,829K
Feb20	7	16	12	1,374	47.4	141,833	147,219K
Mar20	7	18	14	1,549	50.0	161,752	162,630K
Apr20	7	17	13	891	30.0	103,200	102,522K
May20	7	12	10	418	13.5	49,913	45,124K
Jun20	7	15	12	556	18.5	65,955	65,335K
Jul20	7	16	13	779	25.1	82,887	87,150K
Aug20	7	17	13	937	30.2	103,399	106,554K
Sep20	7	14	12	642	21.4	63,168	64,145

# Monthly Report



THANK YOU

**ALBANY COUNTY AIRPORT AUTHORITY**

**Monthly Financial Report**

**July 2020**

## Table of Contents

Transmittal Letter .....	1
Financial Report	
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FBO Summary of Revenues, Expenses and Net Results .....	6
Notes to Financial Statements .....	7
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Schedule of Scheduled Passenger Airline Services .....	9



August 25, 2020

ACAA Members

**INTRODUCTION**

Recent enplanement activity averages approximately 1,000 per day as the COVID19 pandemic continues to have a devastating effect on the Albany County Airport Authority’s (“ACAA”) financial and statistical results as shown below:

	Current Year versus			
	2020 Budget	2019 Month	2019 YTD	2019 Prev. 12 Mo.
Enplanements	(76.2%)	(78.4%)	(57.6%)	(33.1%)
Cargo	23.4	15.1	10.4	10.8
Operations	(30.0 )	(30.9)	(30.3 )	( 18.5 )
Landed Weight	(50.2 )	(49.7)	(40.1 )	( 22.9 )

	Month	
	Jan 2020	Sep 2020
Destination Airports	17	14
Monthly Flight	1,391	642
Average Daily Flights	44.9	21.4
Pax Lift (Pax Seats)	141,803	63,168

**FINANCIAL INFORMATION**

Cash Position – Unrestricted (Operating)

Despite the unfavorable above results, the Airport continues to have a strong cash position. The Statements of Net Position provided on Page 3 reports unrestricted cash of \$27,584,123 and equates to approximately 7.25 months of operating reserves (Notes to Financial Statements #2, Page 11), this is a 0.45 month decrease from the prior month.

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 5,908,381
Projects – PFC	12,406,481
Projects – Other	<u>1,348,930</u>
	\$19,663,792

Accounts Receivable

The Accounts Receivable balance is approximately 8.99 of average day total operating revenues.

Equity – YTD Earnings

The Summary of Revenues, Expenses and Net results is provided on Page 4. The Airport recorded a change in net position for the month and year-to-date shown as follows:

	Month	YTD
Airport Operating	(\$ 739,479)	\$753,510
FBO Profit	<u>84,175</u>	<u>430,298</u>
	( 655,304)	1,183,808
Other Rev/Exp (d.ser.)	881,656	(1,561,383)
Capital Contributions	183,481	6,190,636
Airline Incnt. Payts.	( <u>78,973</u> )	( <u>285,212</u> )
	<u>986,164</u>	<u>4,344,041</u>
	<b>\$330,860</b>	<b>\$5,527,849</b>

As shown above, the results would have been materially different had Capital Contributions not been included in the calculation.

Operating Revenues

Monthly operating revenues were approximately \$1,635K and \$3,998K for 2020 and 2019, respectively, a difference of \$2,363K. Most of this decrease is attributable to the following:

Parking Revenue	~\$1,000,000
Rental Cars	~ 499,000
Landing Fees	~ 276,000
Food & Beverage	~ 93,000
Advertising (period adj.)	~ 298,000
Other	<u>~ 197,000</u>
	\$2,393,000

Operating Revenues, continued

YTD operating revenues were approximately \$17,168K and \$26,691 for 2020 and 2019, respectively, a difference of \$9,5220K. The overwhelming decrease is attributed to the following:

Parking Revenue	~\$5,269,000
Landing Fees	~ 1,493,000
Rental Cars	~ 1,368,000
Food & Beverage	~ <u>391,000</u>
	\$7,321,000

Operating Expenses

Monthly operating expenses were approximately \$2,374K and \$2,123K for 2020 and 2019, respectively. YTD operating expenses were \$16,415K and \$16,645K for 2020 and 2019 respectively.

Non-Operating Revenue

Recorded in the month was \$1,589,772 of CARES Act funding.

**BUDGET**

Monthly operating revenues were unfavorable by approximately \$2,148K, again, due in large part to the decrease in parking revenue, landing fees, rental car revenues and food & beverage sales. Monthly operating expenses compared to budget were unfavorable by \$4K.

YTD operating revenues were unfavorable by approximately \$8,435K. Parking, again, making up the "lions" share of this decrease at \$5,268K. YTD operating expense were favorable by approximately \$1,401K.

**MILLION AIR FBO OPERATIONS**

Revenues derived from the sale of JetA and AvGas fuels, is the largest contributor of FBO revenue. Below is the decrease of the fuel sold in gallons as a result of decreased operations attributed to the COVID-19 pandemic.

	<u>Current Year versus</u>			
	<u>2020</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>
	Budget	Month	YTD	Prev.
				<u>12 Mo.</u>
JetA (gals)	(44.6%)	(46.1%)	(29.1%)	(14.4%)
AvGas (gals)	(12.5 )	(20.9 )	( 9.4 )	11.4

FBO Summary of Revenues, Expenses and Net results are shown on Page 4.

The FBO had operating profits of \$84,175 and \$430,298, for the month and year-to-date, respectively.

**PASSENGER AIRLINE SCHEDULES**

Weekly Passenger Airline schedule flight changes over the past months are as follows:

	<u>Begin</u>	<u>+</u>	<u>-</u>	<u>End</u>
Jan (week #3)				313
Feb (week #8)				348
Mar (week #13)				354
Apr (week #17)				313
May (week #22)				98
Jun (week #26)	98	12	185	140
July (week #30)	140	50	7	183
Aug (week #34)	183	<u>40</u>	<u>2</u>	221
	313	102	194	221

**PROJECTIONS**

Annual 2020 enplanement projections are as follows:

Jun 2020	600,000
Jul 2020	600,000
Aug 2020	520,000

Annual 2021 enplanement projections are as follows:

Jun 2020	1,200,000
Jul 2020	940,000
Aug 2020	940,000

**COMPARISON WITH NATIONAL**

Comparison of enplanement and cargo levels with the North American (NAM) amounts as provided by ACI-NA are as follows:

	<u>Enplanements</u>					
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	(78.1)	(77.0)	(53.7)	(54.2)	(24.8)	(25.3)
	<u>Cargo</u>					
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	11.7	11.8	2.2	8.7	1.1	10.0

**Albany County Airport Authority**  
**Statements of Net Position**

	Unaudited July 31, 2019	Unaudited July 31, 2020
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and cash equivalents	\$ 30,378,670	\$ 27,584,123
Accounts receivable - net	477,929	1,123,513
Prepaid Expenses	376,074	460,709
Total Unrestricted Assets	31,232,673	29,168,345
Restricted Assets		
CFC Funds	--	448,361
Capital Funds	13,478,748	5,908,381
PFC Funds	14,522,167	12,406,481
Revenue Bond Funds	17,670,918	12,179,066
Refunding Bonds Escrow	--	44,825,991
FAA Restricted Funds	1,072,990	203,303
Concession Improvement Funds	802,475	697,266
Total Restricted Assets	47,547,298	76,668,849
Total Current Assets	78,779,971	105,837,194
<b>NON-CURRENT ASSETS</b>		
Bond Insurance Premiums	265,779	217,009
Capital Assets	255,458,165	296,124,538
Prepaid Expenses	240,538	225,103
Total Non-Current Assets	255,964,482	296,566,650
Total Assets	334,744,453	402,403,844
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	3,031,914	2,145,790
OPEB Expenses	34,725	621,658
Pension Expenses	782,773	541,970
Total Deferred Outflows of Resources	3,849,412	3,309,418
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	338,593,865	405,713,262
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	2,972,499	4,484,982
Payable from Restricted Assets	15,653,410	17,334,944
Total Current Liabilities	18,625,909	21,819,926
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	86,676,495	128,767,110
Net OPEB liability	6,736,484	7,741,879
Net pension liability - proportionate share	301,007	469,033
Total Non-Current Liabilities	93,713,986	136,978,022
Total Liabilities	112,339,895	158,797,948
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	913,197	630,300
OPEB expenses	64,289	48,217
Pension expenses	492,514	119,207
Total Deferred Inflows of Resources	1,470,000	797,724
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	173,157,010	160,367,261
Restricted	29,782,862	67,817,534
Unrestricted	21,844,098	17,932,795
<b>Net Position</b>	224,783,970	246,117,590
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		
	\$ 338,593,865	\$ 405,713,262

**Albany County Airport Authority**  
**2020 Summary of Revenues, Expenses and Net Results**  
**For the seven months ended July 31, 2020**

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
<b>AIRPORT</b>						
<b>OPERATING REVENUES</b>						
Airline	\$ 1,134,147	\$ 1,193,159	\$ 924,456	\$ 7,943,566	\$ 8,359,482	\$ 6,819,609
Non-Airline	2,648,771	2,805,361	710,803	17,660,614	18,331,611	10,348,921
<b>Total Revenues</b>	<b>3,782,918</b>	<b>3,998,520</b>	<b>1,635,259</b>	<b>25,604,180</b>	<b>26,691,093</b>	<b>17,168,530</b>
<b>OPERATING EXPENSES</b>						
Personal Services	917,398	746,190	817,627	5,974,593	5,490,603	5,297,561
Employee Benefits	444,201	369,117	413,082	3,160,584	2,772,029	2,913,102
Utilities & Communications	117,412	102,082	102,795	1,260,186	1,190,321	1,115,846
Purchased Services	499,771	526,601	431,588	3,960,374	3,901,394	3,561,443
Material & Supplies	290,776	285,827	526,998	2,726,812	2,650,526	2,786,763
Office	36,925	40,522	59,057	261,137	202,729	442,265
Administration	64,153	52,499	23,591	472,118	439,066	298,040
<b>Total Expenses</b>	<b>2,370,636</b>	<b>2,122,838</b>	<b>2,374,738</b>	<b>17,815,804</b>	<b>16,646,668</b>	<b>16,415,020</b>
<b>AIRPORT OPERATING RESULTS</b>	<b>1,412,282</b>	<b>1,875,682</b>	<b>(739,479)</b>	<b>7,788,376</b>	<b>10,044,425</b>	<b>753,510</b>
<b>FBO OPERATING RESULTS</b>	<b>121,569</b>	<b>173,156</b>	<b>84,175</b>	<b>697,363</b>	<b>1,018,652</b>	<b>430,298</b>
<b>TOTAL OPERATING RESULTS</b>	<b>1,533,851</b>	<b>2,048,838</b>	<b>(655,304)</b>	<b>8,485,739</b>	<b>11,063,077</b>	<b>1,183,808</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Earnings	77,322	124,422	11,391	541,254	894,192	256,792
Passenger Facility Charges	345,076	376,345	345,076	2,415,535	2,634,415	2,415,535
ACAA Debt Service	(920,796)	(993,368)	(1,086,794)	(6,445,572)	(6,953,574)	(7,774,569)
Line of Credit Interest	-	(134)	(2,483)	-	(3,664)	(46,974)
Non-Capital Equipment	(32,917)	(43,215)	(17,786)	(230,420)	(303,765)	(65,824)
Insurance Recoveries	-	-	-	-	8,704	-
Customer Facility Charges Income	-	163,262	-	-	634,720	-
Customer Facility Charges Expense	-	-	-	-	(309,457)	-
Grant Income	10,272	11,780	1,601,552	90,274	80,560	3,438,757
Improvement Charges	30,700	30,700	30,700	214,900	214,900	214,900
Total Other Revenues(Expenses)	(490,343)	(330,208)	881,656	(3,414,029)	(3,102,969)	(1,561,383)
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>1,043,508</b>	<b>1,718,630</b>	<b>226,352</b>	<b>5,071,710</b>	<b>7,960,108</b>	<b>(377,575)</b>
<b>AIRLINE INCENTIVES</b>		(176,340)	(78,973)		(828,605)	(285,212)
<b>CAPITAL CONTRIBUTIONS</b>		853,695	183,481		3,082,807	6,190,636
<b>INCREASE IN NET POSITION</b>		<b>\$ 2,395,985</b>	<b>\$ 330,860</b>		10,214,310	5,527,849
<b>NET POSITION, BEGINNING OF PERIOD</b>					214,569,660	240,589,741
<b>NET POSITION, END OF PERIOD</b>					<b>\$ 224,783,970</b>	<b>\$ 246,117,590</b>
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>						
<b>NET RESULTS BEFORE RESERVES</b>	1,043,508	1,718,630	226,352	5,071,710	7,960,108	(377,575)
Less: Capital Improvements	(275,956)	(275,511)	(275,956)	(1,931,689)	(1,928,578)	(1,931,689)
Less: Reserve Requirements	(10,473)	(36,323)	(10,473)	(73,313)	(254,263)	(73,313)
<b>NET RESULTS</b>	<b>757,079</b>	<b>1,406,796</b>	<b>(60,077)</b>	<b>3,066,708</b>	<b>5,777,267</b>	<b>(2,382,577)</b>
Revenue Sharing:						
Transfer to/from Airlines (50%)	378,540	703,398	(30,038)	1,533,354	2,888,634	(1,191,289)
Authority Share (50%)	378,540	703,398	(30,038)	1,533,354	2,888,634	(1,191,289)
Less: Airline Incentives	(83,333)	(176,340)	(78,973)	(583,333)	(828,605)	(285,212)
Net Authority Share	<b>\$ 295,206</b>	<b>\$ 527,058</b>	<b>\$ (109,011)</b>	<b>\$ 950,020</b>	<b>\$ 2,060,029</b>	<b>\$ (1,476,501)</b>

**Albany County Airport Authority**  
**Operating Revenues**  
**For the seven months ended July 31, 2020**

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
<b>AIRLINE REVENUES</b>						
<b>COMMERCIAL</b>						
Landing Fees	\$ 465,909	\$ 507,236	\$ 231,259	\$ 3,036,700	\$ 3,315,080	\$ 1,821,743
Airline Apron Fees	56,674	67,457	64,849	396,715	469,502	455,560
Glycol Disposal Fee	0	0	0	223,407	238,754	169,096
<b>CARGO</b>						
Landing Fee	41,249	45,200	44,621	294,535	323,285	287,115
<b>TERMINAL</b>						
Loading Bridges	55,336	57,643	59,592	387,350	403,499	417,145
Space Rental	514,980	515,623	524,136	3,604,860	3,609,362	3,668,950
<b>TOTAL AIRLINE REVENUES</b>	<b>1,134,147</b>	<b>1,193,159</b>	<b>924,456</b>	<b>7,943,566</b>	<b>8,359,482</b>	<b>6,819,609</b>
<b>NON-AIRLINE REVENUES</b>						
<b>AIRFIELD</b>						
Tenant Maintenance	3,053	1,132	2,258	29,878	31,946	19,322
<b>Total Airfield</b>	<b>3,053</b>	<b>1,132</b>	<b>2,258</b>	<b>29,878</b>	<b>31,946</b>	<b>19,322</b>
<b>TERMINAL</b>						
Utility Reimbursement	2,440	1,695	1,642	15,207	14,526	14,253
Tenant Maintenance	492	1,047	1,047	6,214	3,269	25,568
Space Rent - Non Airline	61,638	61,276	60,955	431,469	428,021	427,290
Food & Beverage	85,385	110,146	17,191	547,204	705,889	314,425
Retail	96,321	105,823	36,672	510,402	555,273	252,585
Advertising	25,000	22,891	(275,000)	175,000	182,105	145,299
Foreign Currency Concession	0	0	0	0	8,867	0
Payphones	190	88	0	1,329	812	194
ATM	2,965	2,957	2,601	20,753	20,254	18,508
Museum Shop	0	21,882	0	0	113,169	0
Operating Permits	18,665	21,874	10,674	121,855	158,791	119,435
Vending Machines	3,206	3,831	4,070	19,559	19,577	12,428
Baggage Cart Rentals	1,383	1,834	390	9,680	8,747	4,294
<b>Total Terminal</b>	<b>297,684</b>	<b>355,344</b>	<b>(139,760)</b>	<b>1,858,672</b>	<b>2,219,301</b>	<b>1,334,280</b>
<b>GROUND TRANSPORTATION</b>						
Parking	1,192,360	1,207,722	207,822	9,777,599	9,690,677	4,421,740
Rental Cars	707,905	743,889	244,886	2,756,486	2,853,688	1,485,099
Access Fees	19,553	16,428	808	207,487	199,142	82,091
TNCs	27,945	33,856	5,837	163,830	198,486	95,018
Garage Space Rent	7,708	7,708	8,123	53,954	53,333	54,847
<b>Total Ground Transportation</b>	<b>1,955,470</b>	<b>2,009,602</b>	<b>467,477</b>	<b>12,959,356</b>	<b>12,995,326</b>	<b>6,138,795</b>
<b>OTHER AIRPORT</b>						
Telephone System - Tenants	5,833	5,679	4,805	40,833	40,485	37,816
Building Rental	8,593	8,439	7,338	82,399	78,539	77,875
Control Tower Rental	55,481	55,481	55,481	388,369	388,369	388,369
Air Cargo Facility	39,005	67,010	32,005	273,034	531,068	300,515
State Executive Hangar	103,924	103,924	103,924	727,465	727,465	727,465
T Hangars	8,361	12,541	10,102	58,525	63,811	73,969
Tie Downs	355	358	241	2,484	2,491	1,687
AV Gas Fuel Sales	5,153	6,382	3,892	21,971	20,384	27,320
Industrial Park	48,236	46,798	47,933	337,388	330,582	333,094
Land Rental	26,283	26,173	27,380	184,190	193,177	188,245
Eclipse Hangar	27,806	27,700	28,290	194,644	193,902	198,027
Hangar Rental	42,848	42,848	43,852	299,933	297,966	304,940
Internet and Cable Access	1,040	1,040	885	4,880	4,880	4,450
Fingerprinting	2,500	7,029	2,555	17,500	26,873	13,871
Tenant Maintenance	83	0	0	583	889	0
Purchasing Proposals	83	0	0	583	450	75
Ebay/Scrap/Equipment Sales	1,250	0	1,131	8,750	4,979	2,595
Utility Reimbursement	9,063	7,212	8,022	106,773	107,486	98,018
Taxes	0	0	0	15,736	17,189	18,128
Other	6,667	20,672	2,993	46,667	54,053	60,066
<b>Total Other Airport</b>	<b>392,564</b>	<b>439,284</b>	<b>380,829</b>	<b>2,812,708</b>	<b>3,085,038</b>	<b>2,856,525</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>2,648,771</b>	<b>2,805,361</b>	<b>710,803</b>	<b>17,660,614</b>	<b>18,331,611</b>	<b>10,348,921</b>
<b>TOTAL REVENUES</b>	<b>\$ 3,782,918</b>	<b>\$ 3,998,520</b>	<b>\$ 1,635,259</b>	<b>\$ 25,604,180</b>	<b>\$ 26,691,093</b>	<b>\$ 17,168,530</b>

**Albany County Airport Authority**  
**FBO Results**  
**For the seven months ended July 31, 2020**

	Current Month			Year to Date		
	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual
<b>OPERATING REVENUES</b>						
Retail Fuel						
Jet A Fuel Sales	\$ 575,357	\$ 590,179	\$ 273,039	\$ 3,162,732	\$ 3,067,840	\$ 1,868,990
AvGas Fuel Sales	34,276	38,570	26,471	176,339	172,002	136,663
Commercial AvGas Fuel Sales	1,965	3,472	1,041	13,755	127,215	7,177
Auto & Diesel Fuel Sales	16,203	18,167	9,993	188,359	193,854	120,764
Retail Fuel Sales	627,801	650,388	310,544	3,541,185	3,560,911	2,133,594
Into Plane Fees	61,400	62,030	30,325	391,763	406,850	242,150
Fuel Farm Fees	53,840	57,462	27,568	374,847	385,279	222,882
General Aviation Landing Fees	29,861	33,003	15,158	153,112	156,727	91,295
Aircraft Parking Fees	23,872	21,880	11,122	112,807	99,967	75,798
Deicing Services	0	0	0	796,553	1,020,789	667,922
FBO Properties	24,966	25,643	28,750	211,841	210,557	240,914
FBO Services	4,981	1,824	3,235	33,436	39,112	36,126
<b>TOTAL REVENUES</b>	<b>826,722</b>	<b>852,230</b>	<b>426,701</b>	<b>5,615,545</b>	<b>5,880,193</b>	<b>3,710,681</b>
<b>COST OF SALES</b>						
Fuel Costs - Jet A	331,044	328,990	116,934	1,819,746	1,737,629	819,006
Fuel Discounts - Jet A	38,556	42,887	17,855	211,943	212,050	150,528
Fuel Costs - AvGas	25,690	27,072	12,619	132,166	136,728	92,502
Fuel Discounts - AvGas	474	446	715	2,439	2,313	2,933
Fuel Costs - Commercial AvGas	1,797	1,975	925	12,219	111,915	6,811
Fuel Costs - Auto & Diesel	13,697	14,404	8,799	156,562	146,498	91,966
Total Fuel Costs	411,259	415,774	157,846	2,335,076	2,347,133	1,163,745
Deicing Costs - Type I & IV	0	0	0	588,668	561,566	363,191
Catering, Oil & Other	417	0	0	2,917	1,913	1,473
Total Cost of Sales	411,676	415,774	157,846	2,926,660	2,910,611	1,528,409
Net Operating	415,047	436,456	268,855	2,688,885	2,969,582	2,182,272
<b>OPERATING EXPENSES</b>						
Personal Services						
Salaries	115,466	96,906	95,170	786,088	724,701	720,636
Overtime	18,013	21,648	6,057	103,639	146,275	59,843
Total Personal Services	133,479	118,555	101,227	889,728	870,976	780,479
Employee Benefits	42,007	44,704	48,726	305,359	328,182	326,567
Utilities & Communications	4,764	3,669	3,948	59,930	54,760	47,138
Purchased Services	58,105	52,856	8,250	354,177	347,594	352,520
Materials & Supplies						
Buildings	8,680	8,508	1,812	51,239	39,893	26,227
Grounds	1,992	2,509	810	13,316	14,298	12,544
Vehicles	25,429	12,297	15,279	191,128	181,686	123,337
Total Materials & Supplies	36,101	23,314	17,901	255,683	235,877	162,108
Administrative Expenses	19,022	20,203	4,628	126,646	113,541	83,162
Non-Capital Equipment	0	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>293,477</b>	<b>263,299</b>	<b>184,680</b>	<b>1,991,523</b>	<b>1,950,930</b>	<b>1,751,974</b>
<b>FBO Net Operating Results</b>	<b>\$ 121,569</b>	<b>\$ 173,156</b>	<b>\$ 84,175</b>	<b>\$ 697,363</b>	<b>\$ 1,018,652</b>	<b>\$ 430,298</b>

## Notes to Financial Statements

### 1. Accounting Basis

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 on a monthly basis. The financial information presented herewith is prepared on the Albany County Airport Authority's budgetary basis of accounting.

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.

### 2. Cash Reserves

2020 Operating Budget	\$38,819,754
2020 Debt Service	10,950,553
2020 Debt Service Paid by PFCs	( 4,140,917)
	\$45,629,390

Monthly Cash Outflow	(\$45,629,390/12)
	\$3,802,449

Months Operating Reserves	
\$27,584,123/3,802,449	~ 7.25 months

Apr 20	7.10
May 20	6.90
Jun 20	7.70
Jul 20	7.25

### 3. Accounts Receivable

The amount of accounts receivables, shown as days of average annual daily revenues, is as follows:

$$\$45,629,390 / 365 = \$125,012$$

$$\$1,123,513 / \$125,012 = 8.99$$

Apr 20	10.91
May 20	17.76
Jun 20	7.45
Jul 20	8.99

**Albany International Airport  
Statistics  
For the seven month period ending July 31, 2020**

	Current Month			Year to Date			12 Month Running	
	Budget	2019	2020	Budget	2019	2020	2019	2020
<b>Total Enplanements</b>	142,466 -78.2%	143,957	31,092 -78.4%	869,539	881,912	368,932 -57.6%	1,503,415	1,005,989 -33.1%
<b>Operations</b>								
<i>Passenger</i>	3,072	3,058	1,542	22,112	21,954	12,428	38,114	26,920
<i>Cargo</i>	297	296	284	2,212	2,196	1,794	3,994	3,348
<i>Charter, Corporate &amp; Divers</i>	485	483	178	2,136	2,121	1,198	3,530	2,822
<i>General Aviation</i>	1,421	1,444	1,367	7,710	7,375	7,459	12,903	13,947
<i>Military</i>	263	330	507	1,799	1,880	2,186	3,147	3,250
<b>Total Operations</b>	5,538 -30.0%	5,611	3,878 -30.9%	35,969	35,526	25,065 -30.3%	61,688	50,287 -18.5%
<b>Landed Weight (000)</b>	151,301 -50.2%	149,788	75,300 -49.7%	986,150	980,932	590,959 -40.1%	1,657,918	1,277,826 -22.9%
<b>Cargo/Mail &amp; Express</b>	1,527.5 23.4%	1,638.6	1,885.6 15.1%	10,585.6	10,655.3	11,687.7 10.4%	18,996.2	21,041.2 10.8%
<b>Jet A Gallons</b>	122,157 -44.6%	125,728	67,735 -46.1%	671,493	665,674	472,197 -29.7%	1,195,539	1,023,603 -14.4%
<b>AvGas Gallons</b>	6,869 -12.5%	7,604	6,012 -20.9%	35,339	34,296	31,064 -12.1%	56,346	62,761 11.4%
<b>Deicing Consortium</b>	-	-	-	62,552	46,412	36,902	82,861	77,839
<b>Deicing sprayed/retail</b>	-	-	-	35,543	57,386	40,868	86,549	82,937
Parking Revenue	\$ 1,192,360	\$ 1,207,722	\$ 207,822	\$ 9,777,599	\$ 9,690,677	\$ 4,421,740	\$ 15,769,015	\$ 10,980,885
Revenue per enplanement		\$ 8.39	\$ 6.68		\$ 10.99	\$ 11.99	\$ 10.49	\$ 10.92
Transactions		56,445	14,046		379,365	178,635	645,056	441,937
Average transaction		\$ 21.40	\$ 14.80		\$ 25.54	\$ 24.75	\$ 24.45	\$ 24.85
<b>Concession Sales</b>								
Rental Cars		\$ 7,438,894	\$ 2,448,847		\$ 28,536,884	\$ 12,399,518	\$ 53,143,967	\$ 37,828,438
Food and Beverage		\$ 885,789	\$ 131,140		\$ 5,608,470	\$ 2,403,005	\$ 9,329,005	\$ 6,438,471
Revenue per enplanement		\$ 6.15	\$ 4.22		\$ 6.36	\$ 6.51	\$ 6.21	\$ 6.40
Retail		\$ 476,978	\$ 131,221		\$ 2,619,951	\$ 1,838,192	\$ 4,332,694	\$ 2,944,705
Revenue per enplanement		\$ 3.31	\$ 4.22		\$ 2.97	\$ 4.98	\$ 2.88	\$ 2.93

## SCHEDULED AIRLINE PASSENGER SERVICE

Monthly Scheduled Flights are as follows:

	Airlines	Destination Airports	Non-Stop Destination Cities <sup>(1)</sup>	Non-Stop Scheduled Flights	Average Flights per Day	Mo. Seats Available	Mo. Landed Weight (lbs.)
Jan20	7	17	13	1,391	44.9	141,803	147,829,062
Feb20	7	16	12	1,374	47.4	141,833	147,219,632
Mar20	7	18	14	1,549	50.0	161,752	162,630,904
Apr20	7	17	13	891	30.0	103,200	102,522,032
May20	7	12	10	418	13.5	45,913	45,124,706
Jun20	7	15	12	556	18.5	65,955	65,335,083
Jul20	7	16	13	779	25.1	82,887	87,150,492
Aug20	7	17	13	937	30.2	103,399	106,554,438
Sep2020	7	14	12	642	21.4	63,168	64,144,804

<sup>(1)</sup> Five (5) cities may be served by two (2) airports; Chicago, Denver, Orlando, Tampa, and Washington DC.

Weekly schedule flight changes for the third week of August 2020 (#34) versus September 2020 (#39) and the third week of January 2020 (#3) versus September 2020 (#39) are as follows:

		<u>Year-To-Date (net)</u>							
		Week #34		Week #39		Week #3		Week #39	
			+	(-)			+	(-)	
ATL	Atlanta, GA	14	-	( 7)	7	20	14	(27)	7
BWI	Baltimore, MD	35	-	( 7)	28	26	9	( 7)	28
MDW	Chicago-Midway	21	-	(14)	7	12	9	(14)	7
ORD	Chicago-O'Hare	25	-	( 4)	21	40	9	(28)	21
CLT	Charlotte, NC	17	4	-	21	19	7	( 5)	21
DEN	Denver, CO	9	-	( 6)	3	-	9	( 6)	3
DTW	Detroit, MI	21	-	-	21	25	7	(11)	21
FLL	Fort Lauderdale, FL	3	-	( 1)	2	10	-	( 8)	2
RSW	Fort Myers, FL	-	-	-	-	4	-	( 4)	-
MYR	Myrtle Beach, SC	2	-	( 2)	-	-	3	( 3)	-
EWR	Newark, NJ	-	-	-	-	31	-	(31)	-
MCO	Orlando, FL	13	-	(11)	2	27	7	(32)	2
SFB	Orlando/Sanford, FL	2	-	( 2)	-	2	-	( 2)	-
PHL	Philadelphia, PA	22	-	(12)	10	30	12	(32)	10
PGD	Punta Gorda, FL	2	-	-	2	2	1	( 1)	2
TPA	Tampa, FL	7	-	( 7)	-	9	7	(16)	-
PIE	Tampa/St. Pete, FL	2	-	-	2	2	-	-	2
DCA	Washington DC-Reagan	12	-	( 5)	7	33	5	(31)	7
IAD	Washington DC-Dulles	<u>14</u>	<u>-</u>	<u>-</u>	<u>14</u>	<u>21</u>	<u>7</u>	<u>(14)</u>	<u>14</u>
		<b>221</b>	<b>4</b>	<b>( 78)</b>	<b>147</b>	<b>313</b>	<b>106</b>	<b>(272)</b>	<b>147</b>



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*Handwritten initials*

**TO:** ACAA Members  
**FROM:** Michael F. Zonsius, CFO  
**DATE:** September 11, 2020  
**RE:** Budget 2021, draft #1

Attached is the first draft of the Budget for 2021. This draft is provided in September in accordance with Article 8.1A Annual Rates and Charges of the Signatory Airline Use and Lease Agreement whereby "Not later than ninety (90) days prior to the end of the each Fiscal Year, AUTHORITY shall, in writing, notify AIRLINE of the proposed budget and schedule of rates for rentals, fees and charges for the ensuing Fiscal Year." The budget, in more detail, and the schedule of rates for rentals, fees and charges will be electronically provided subsequent to the September 14 Board Meeting.

Please note the following:

- ➔ The 2021 Budget is based on 940,000 enplanements; and,
- ➔ CAREs Act funding is budgeted in the amount of \$5,500,000; and,
- ➔ Debt service coverage of 1.25x is attained.

Should you have any questions, please do not hesitate to call.

BUDGET MESSAGE	DEPARTMENT / COST CENTER	DEBT SERVICE	CAPITAL IMPROVEMENT PROGRAM	RATES AND CHARGES	SUPPLEMENTAL INFORMATION
Department Overview		Position Count	Account Summary		Account Detail

	Actual 2019	Budget 2020	Projection 2020	Budget 2021
<b>Airport Operating Revenues</b>				
	-	-	-	-
03 Airfield	6,207,119	7,446,340	5,357,002	7,048,558
07 Terminal	5,178,553	7,623,008	5,820,944	6,644,111
11 Ground Transportation	16,935,009	16,918,187	7,224,826	10,589,115
15 Concessions	8,468,849	7,803,242	3,829,233	4,369,764
19 Fixed Based Operator (FBO)	10,426,891	9,905,297	6,828,450	7,486,902
23 Other	4,516,518	4,066,470	4,116,227	4,021,162
25 CARES Act	-	-	9,700,000	5,500,000
	<u>51,732,939</u>	<u>53,762,544</u>	<u>42,876,681</u>	<u>45,659,611</u>
<b>Airport Operating Expenses</b>				
Salaries Expense	(11,105,688)	(11,621,411)	(10,335,264)	(11,292,836)
Other Employee Expenses	(5,875,976)	(5,925,831)	(5,614,845)	(5,743,141)
Utilities	(1,957,730)	(2,091,923)	(1,955,238)	(2,098,257)
Purchased Services	(6,743,521)	(7,041,633)	(6,162,298)	(5,335,182)
Material & Supplies	(10,657,575)	(10,259,155)	(7,750,440)	(8,861,165)
Office/Administration	(3,063,391)	(1,456,035)	(2,152,855)	(3,138,693)
Non-Capital Equipment	(368,951)	(395,006)	(84,676)	(624,501)
Other Expenses	-	-	-	-
	<u>(39,772,833)</u>	<u>(38,790,994)</u>	<u>(34,055,616)</u>	<u>(37,093,775)</u>
	11,960,106	14,971,550	8,821,065	8,565,837
Other Expenses	(355,163)	-	(88,981)	-
Other Income	8,993,386	5,510,741	5,232,101	4,882,892
Debt Service	(4,376,633)	(11,008,820)	(11,040,553)	(10,130,800)
Capital Expenditure	(36,531,663)	-	(14,500,000)	(13,961,104)
Contributed Capital	25,142,535	-	12,014,233	10,686,104
	<u>(7,127,538)</u>	<u>(5,498,079)</u>	<u>(8,383,200)</u>	<u>(8,522,908)</u>
	<u>(7,127,538)</u>	<u>(5,498,079)</u>	<u>(8,383,200)</u>	<u>(8,522,908)</u>
	<u>\$4,832,568</u>	<u>\$9,473,471</u>	<u>\$437,865</u>	<u>\$42,929</u>

Revenue Sharing of approximately \$706,604 and \$925,295 for Projection 2020 and Budget 2021, respectively, is not included. These amounts are credited against subsequent year Rates & Charges revenues.

Updated – September 14, 2020

*Be*

BUDGET MESSAGE	DEPARTMENT / COST CENTER	DEBT SERVICE	CAPITAL IMPROVEMENT PROGRAM	RATES AND CHARGES	SUPPLEMENTAL INFORMATION
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Department Overview	Position Count	Account Summary	Account Detail
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	Actual 2019	Budget 2020	Projection 2020	Budget 2021
<b>Airport Operating Revenues</b>				
03 Airfield	6,207,119	7,446,340	5,357,002	7,048,558
07 Terminal	5,178,553	7,623,008	5,820,944	6,644,111
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23 Other	4,516,518	4,066,470	4,116,227	4,021,162
25 CARES Act	-	-	9,700,000	5,500,000
	<u>51,732,939</u>	<u>53,762,544</u>	<u>42,876,681</u>	<u>45,659,611</u>
<b>Airport Operating Expenses</b>				
Salaries Expense	(11,105,688)	(11,621,411)	(10,335,264)	(11,292,836)
Other Employee Expenses	(5,875,976)	(5,925,831)	(5,614,845)	(5,743,141)
Utilities	(1,957,730)	(2,091,923)	(1,955,238)	(2,098,257)
Purchased Services	(6,743,521)	(7,041,633)	(6,162,298)	(5,335,182)
Material & Supplies	(10,657,575)	(10,259,155)	(7,750,440)	(8,861,165)
Office/Administration	(3,063,391)	(1,456,035)	(2,152,855)	(3,138,693)
Non-Capital Equipment	(368,951)	(395,006)	(84,676)	(624,501)
Other Expenses	-	-	-	-
	<u>(39,772,833)</u>	<u>(38,790,994)</u>	<u>(34,055,616)</u>	<u>(37,093,775)</u>
	11,960,106	14,971,550	8,821,065	8,565,837
Other Expenses	(355,163)	-	(88,981)	-
Other Income	8,993,386	5,510,741	5,232,101	4,882,892
Debt Service	(4,376,633)	(11,008,820)	(11,040,553)	(10,130,800)
Capital Expenditure	-	-	(14,500,000)	(13,961,104)
Contributed Capital	241,358,741	-	12,014,233	10,686,104
	<u>245,620,332</u>	<u>(5,498,079)</u>	<u>(8,383,200)</u>	<u>(8,522,908)</u>
	<u>245,620,332</u>	<u>(5,498,079)</u>	<u>(8,383,200)</u>	<u>(8,522,908)</u>
	<u>\$257,580,438</u>	<u>\$9,473,471</u>	<u>\$437,865</u>	<u>\$42,929</u>

Revenue Sharing of approximately \$706,604 and \$925,295 for Projection 2020 and Budget 2021, respectively, is not included. These amounts are credited against subsequent year Rates & Charges revenues.

## **AGENDA ITEM NO. 5**

### **Project Development**



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## PROJECT STATUS REPORT

September 14, 2020

### I. AIRSIDE IMPROVEMENTS

#### A) Runway 10-28 and Taxiway C Edge Light Replacement (Contract No. 946-E)

DLC Electric will remobilize and is continuing the installation of the new Runway 10-28 and Taxiway C edge lights. The project includes directional drilling under several taxiways, installation of new wind cones along with the new LED edge lights and wiring. The new threshold lights are ordered and the contractor has wiring and circuit testing to complete once the lights have been installed. The contractor is currently offsite waiting for delivery of runway end lights, which are back ordered. Contractor will complete work by October 2020.

#### B) Replacement of Boarding Bridges A3, A5, B10 & C1 (Contract No. S-1039)

The Board approved the low bids for both 1039-GC and 1039-E to AERO Bridge at the June Board meeting. The FAA funding is in place and AERO Bridge is working on submitting shop drawings for review and will be ordering the new bridges once the drawings are approved. The new bridges are currently scheduled to be erected in the Spring of 2021.

### II. LANDSIDE IMPROVEMENTS

#### A) Revenue Upgrades and PARCS System (Contract No. 990-GC)

The existing parking revenue system has been replaced with the PARCS system. Amano McGann is working with ATI Access Control to monitor and upgrade the new PARCS system that includes LPR's (License Plate Readers) and EZ Pass Plus antennas, which are all in place and active. The Long Term, Short Term and North Garage entrances and exits are operating with the new equipment. The new equipment has been installed in the new garage. Testing of the new equipment is continuing in the new garage, but lack of vehicles has slowed the process.

**B) New Parking Garage (Contract Nos. S-989, GCR, PC, SF & EL)**

The project was divided into 4 separate contracts to expedite the construction.

Contract 989-PC, which was the precast concrete was awarded to Unistress Precast and is closed out.

Contract 989-SF, which is the site and utility relocations that LeChase Construction was awarded is closed out.

Contract 989-EL for the elevators (3 units) two for the Garage and one for the Pedestrian Bridge that was awarded to Kone, Inc. is closed out.

LeChase Construction is the contractor for 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. The contractor is continuing to work on punch list items. The Garage is open for business.

The Gateway Sign was erected with the Lt. Governor presiding over the unveiling. The contractor completed the wiring and the programming of the lighting systems, to allow for varied color schemes.

**C) Terminal Amenities (Contract Nos. S-991, GC, P, R, W, ES)**

This project was 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 was awarded to VMJR Companies. VMJR has completed the terrazzo and tile work, as well as wall finishes. The punch list work continues.

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 awarded to VMJR Companies. VMJR has completed the work for this contract. A Change Order for this contract is an action item for this Board meeting, which will allow project closeout.

Contract 991-R for the removal of the existing skylight in A Concourse and replacement with a metal roof and photovoltaic panels mounted on top, was awarded to Kasselman Electric. Kasselman has completed the work and is working with Turner Construction to close out the project.

Contract 991-ES is for the replacement of the escalators in the existing parking garage was awarded to Wainschaf Associates. Wainschaf has completed the installation of the new escalators and is in the project is closed out.

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 Color Ad needs to submit final paperwork for contract closeout.

**D) Long Term and Employee Parking Lot Paving (Contract No. 1009-PAV)**

Due to the COVID-19 virus passenger parking is greatly reduced which allowed for a unique opportunity to empty two parking lots completely and let a contract to mill and pave them in entirety. New Castle Paving was the low bid contractor approved by the Board. The project limits are being extended to get the lot behind the old garage milled and paved while the parking needs are reduced.

**E) Air Traffic Control Tower (Contract Nos. 1013-SW, M, E & EL)**

The FAA has requested some upgrades to their facility. Sage Engineering put together bid packages for Sitework (SW), HVAC (M) and Electrical (E) which were bid the end of September, 2019 and approved by the Board on October 7, 2019. Eckert Mechanical and Stilsing Electric have completed the installation of the new equipment and are in working with ACAA and the FAA to complete the punch list. Sage Engineering is currently working on the design for the elevator replacement (1013-EL) to be bid later this year. The FAA is still restricting access to their facility due to the COVID-19.

**F) MDF (Main Distribution Frame) Room Fire Protection (Contract No. 1053-FP)**

Condor Fire Sprinkler was the low bidder for this project and will be presented as an action item to the Board later in this meeting. The work includes the installation of a new dry fire protection system in the MDF room where all the Airport computer, telephone and security system are routed back to. This project will replace the existing sprinkler system that currently serves as fire protection, eliminating the possibility system failure due to sprinklers going off.

**G) New Terminal Concessions**

The Hudson Valley Wine Bar was closed on January 2, 2020. Construction work was progressing but has been halted due to COVID-19. The vendor, HMS Host, has taken delivery of the new equipment, which will be installed when work resumes. The space is being converted to the Beer Union, which is going to feature craft beers. It will be advertised as part of the Taste New York campaign.

**AGENDA ITEM NO. 6**

**Counsel**



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**MEMO:** September 11, 2020

**TO:** Albany County Airport Authority Board Members

**FROM:** Christine C. Quinn, Esq., Authority Counsel

- Utility Easement to the Town of Colonie

**AGENDA ITEM NO. 7**

**Concessions/Ambassador Program**



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**September 14, 2020**

**Marketing, Concessions & Ambassador Program**

Minority Percentages in the Concession's Workforce

Date	HMS Host	OHM	Paradies	Dunkin Donuts
Aug 2019	20/58=34.5%	27/33=81.8%	13/22=59%	6/10=60%
Sept 2019	21/55=38.2%	25/32=78%	12/20=65%	6/9=66.6%
Oct 2019	23/61=37.7%	37/48=77%	16/24=66%	7/10=70%
Nov 2019	29/61=47.5%	37/45=82%	15/22=68%	8/12=66.6%
Dec 2019	27/69=39%	64/75=85.3%	15/22=68%	5/11=45.45%
Jan 2020	26/67=38.8%	60/70=86%	15/22=68%	5/11=45.45%
Feb 2020	26/60=43.3%	50/63=79.3%	13/25= 52%	5/11=45.45%
Mar 2020	0/4=0%	2/4=50%	2/10=20%	3/5=60%
April 2020	0/1=0%	0	1/8=12.5%	3/5=60%
May 2020	0/1=0%	0	2/9=22%	4/6=66.6%
June 2020	0/6=0%	17/21=81%	2/9=22%	4/6=66.6%
July 2020	0/6=0%	15/17=88%	2/9=22%	3/5=60%
Aug 2020	0/6=0%	15/17=88%	3/10=30%	3/6=50%

**Concessions**

Adirondack Lodge – closed  
 Silks of Saratoga – opened on Friday June 26, 2020 (10:00 a.m. – 6:00 p.m.)  
 Starbucks – closed  
 The Local – closed  
 Burger King - closed  
 Hudson Valley Beer Union – closed under remodel

Empire Deli – closed  
 Wolfgang Puck Pizza - closed  
 Chick fil A – opened on Monday June 22, 2020  
 (5:00 am – 5:00 pm) Monday - Saturday

Dunkin Donuts – Open, hours of operation – 4:00 am – 7:00 pm

Gift/News on A – intermittent hours  
 Gift News on B – intermittent hours  
 Gift/News on C – open 4:30 am through to the last departure



## **AGENDA ITEM NO. 8**

**Public Affairs**



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## Public Affairs Report September 2020

### SOUTHWEST PILOT RETIRES

Southwest Airlines pilot, Brian Fenelon, retired on August 27. Captain Fenelon grew up in the Village of Colonie where as a teenager he mowed lawns to save enough money to take flight lessons at ALB. He went on to advance to Lt. Col. in the U.S. Air Force. Following retirement, he joined Southwest Airlines. His retirement was capped by an ARFF water cannon salute as he departed Albany on his final flight to Baltimore.



### TIZ THE LAW

The Saratoga racing season kicked off on July 13 with the arrival of the first Horse Plane of the season. The Tex Sutton plane known as "Air Horse 1" returned August 31 and on Tuesday, September 1, the Boeing 727 boarded a VIP "Tiz The Law" for the flight to Lexington, Kentucky for the September 4 Kentucky Derby. While we created significant media attention for Sackatoga Stables' 2003 Kentucky Derby winner Funny Cide, it was requested that we not create an event around the September 1 departure.



### FLY BY

Public Affairs has been assisting the Ninety-Nines, a woman's flying organization founded in 1929 by 99 women pilots, conduct a fly over of the Eddy in Cohoes. Regional members of the organization will be conducting the fly over to honor one of their members, a former WASP, who resides at the Eddy. We anticipate six aircraft will depart Albany International Airport and fly above the Eddy located on Columbia Street in Cohoes. The members of The Ninety-Nines are represented in all areas of aviation today. And, to quote Amelia, fly "for the fun of it!"



## REAL ID NEWS CONFERENCE

We are planning a joint event on October 1, 2020 with the TSA and the Department of Motor Vehicles to encourage travelers to obtain a REAL ID by October 1, 2021. Due to the Coronavirus, the original October 1, 2020 date was extended one year. The event will include the introduction of a countdown clock which will be located on the wall of the TSA's private screening room and visible to all travelers.



## MEDIA

Reporters have been kept up-to-date on Airport actions during the pandemic via news releases, advisories, personal and phone interviews.

## **AGENDA ITEM NO. 9**

### **Economic 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.flyalbany.com](http://www.flyalbany.com)

**MEMO:** September 11, 2020

**TO:** Albany County Airport Authority Board Members

**FROM:** Matthew J. Cannon, Director of Development & Government Affairs

- Branding, Marketing & Website Design Services
- Government Affairs and Lobbying Services

**AGENDA ITEM NO. 10**

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

## **AGENDA ITEM NO. 10.1**

**Professional Services Negotiations:  
Authorization to Negotiate Contract SC-  
1056 with Vibrant Brands for Branding,  
Marketing & Website Design Services**

AGENDA ITEM NO: 10.1  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

Negotiations  
Not-to-Exceed \$60,000  
ACAA Approved  
09/14/2020

**DEPARTMENT:**

Contact Person: *Matthew J. Cannon, Director of Development & Government Affairs*

**PURPOSE OF REQUEST:**

Professional Services  
Negotiations: *Authorization to Negotiate Contract SC-1056 with Vibrant Brands for Branding, Marketing & Website Design Services*

**CONTRACT AMOUNT:** *Negotiations – Not-to-Exceed \$60,000*

**BUDGET INFORMATION:**

Funding Source: 46015-71-0000

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal      State                      Airport   100%   NA     

**JUSTIFICATION:**

*Authorization is requested to proceed with negotiations for professional Branding, Marketing & Website Design Services Contract SC-1056 with Vibrant Brands of Albany as recommended by the ACAA Selection Committee. Seventeen (17) qualified responses were received on June 29, 2020 to the Request for Proposal (RFP). The RFP was widely advertised, with organizations from across the country responding. Three finalists were identified and each provided a virtual presentation to the ACAA Selection Committee. Vibrant Brands had a higher point score based on team criteria evaluations. Contract award is scheduled for the September 14 Board meeting.*

*The current branding and website for Albany International Airport are overdue for a modern update. The result of this project is anticipated to greatly help promote Albany International Airport with airlines and additional economic development opportunities.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES      NA   √  

**BACK-UP MATERIAL:**

*Please refer to the attached: Certification of Proposals Received; Proposal Received; Evaluation Score Summary.*

**Contract #SC-1056**  
**Branding Marketing & Website Design Services**

<b>Company Name</b>	OPIN	Vibrant Brands	RBK Advertising	One Zero Charlie	Barrington
---------------------	------	----------------	-----------------	------------------	------------

<b>Company Name</b>	Selbert Perkins Design	Thought Matter	Dixon Schwabl	KGI Design Group	Planteria Media
---------------------	------------------------	----------------	---------------	------------------	-----------------

<b>Company Name</b>	Canvas United	Fuseideas	Velir	Niki Jones Agency	Martin Group
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<b>Company Name</b>	Mightily	Longneck & Thunderfoot	Finn Partners	Idea Kraft
---------------------	----------	------------------------	---------------	------------

I, Bobbi Matthews, certify that this proposal acknowledgment is a true copy of the submittals received for the proposal (RFP) above.

Albany Airport Authority Purchasing Department

*Bobbi Matthews*

Bobbi Matthews,  
Purchasing Agent

Sworn to before me this 1<sup>th</sup> day of July 2020.

*Jennifer A. Munger*  
Notary Public

**JENNIFER A. MUNGER**  
**Notary Public, State of New York**  
**No. 01MU6246332**  
**Qualified in Schenectady County**  
Commission Expires 12/31/2022

VIBRANT  BRANDS



**ALBANY COUNTY AIRPORT AUTHORITY**  
**BRANDING, MARKETING & WEBSITE DESIGN SERVICES**  
**FOR ALBANY INTERNATIONAL AIRPORT**

**CONTRACT NO. SC-1056**

**JUNE 29, 2020**



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# VIBRANT BRANDS

June 29, 2020

## **Albany International Airport Proposal for Branding, Marketing, and Website Design Services (SC-1056)**

In response to your RFP, Vibrant Brands is pleased to provide the Albany County Airport Authority with this proposal for branding, marketing, and website design/development services for Albany International Airport. In accordance with your RFP, our proposal provides you with an overview of our firm, process, and capabilities, as well as a detailed scope of work and budget, for all aspects of the strategic, creative and production services to be executed on your behalf by Vibrant.

We are truly excited at the opportunity to partner with the Airport, as our entire team are all residents of the Capital Region and surrounding areas, and have all taken numerous flights in and out of the Airport. In addition to our proposal, we are also including a spec design of a new Airport website, to give a glimpse of what we initially envision. Of course, if we do have the opportunity to work with you, our design will be informed by a collaborative approach with you.

This is a wonderful time for the Airport, as you take this exciting step into transforming your brand and website to be more consistent with the evolving needs of the Capital Region, and business and leisure travelers. As the primary platform and portal to the Airport, your site must be engaging, welcoming, informative, simple. It must be designed to meet the diverse needs of many audiences, while growing and evolving with new technologies. The sum total of all of the features and functionalities will be an Airport website that exemplifies your unique identity, and serves you for years to come.

Vibrant has nearly 20 years of experience working with government agencies, cities/towns, and municipalities all over New York State. Our talented writers, designers and creatives all have relevant experience, and understand the issues and challenges that are unique to public agencies. Our web team specializes in developing both small and heavy content sites, seamless integration of third party content, and incorporation of back-end technology to enable secure transaction and communication. In addition to website design/development, our specialties include:

- Brand development and re-branding
- Website design/development, including SEO / ADA compliance, and website hosting, management and maintenance
- Using digital/online marketing to reach a variety of audiences
- Video production (including motion graphics) and photography
- Social media community-building (including content development)
- Graphic design and writing services for print materials, e-mail campaigns, newsletters, direct mail advertising, and traditional advertising (radio, TV, billboard, print, etc.)

We are excited at this opportunity to collaborate and partner with the Airport. If you have any immediate questions, or would like to discuss the proposal, you can reach me directly at (518) 331-8776 or [rick@vibrantbrands.com](mailto:rick@vibrantbrands.com)

Sincerely,



Rick Langdon  
Vice President  
Vibrant Brands

**Vibrant Brands is a MWBE partner agency, in affiliation with Brightside Communications.**

**This proposal is confidential and is not to be shared with any other agencies or persons outside your organization.**

 855.946.2773

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## The Vibrant Difference

### In-House Access

- With Vibrant, you will have access to 20 years of branding and marketing experience. Our creative director, Christopher Quereau has worked with hundreds of organizations around the U.S., and is an experienced and regular speaker. Vibrant's internal team consists of a creative director and brand strategist, account management, videographers, photographers, designers, writers, web developers, digital strategists, and social media strategists. Our in-house creative resources allow us to inexpensively and quickly create high-quality marketing materials for ever-changing initiatives.

### Award-Winning Creative

- Creative combined with strategy and a focus on results (which are tracked in detail) leads to success. Vibrant will develop creative for your approval and then execute that campaign with our team of industry professionals. Beyond awards, we take our greatest pride in seeing the positive results with our clients, all of which is directly correlated to a sound and effective strategy, and a carefully coordinated effort between agency and client teams.

### Focus on Project Management & Process

- Time lines, expectations and communications are first before all else at Vibrant. We use internal project management tools and all staff are versed in our client communication protocols to ensure we meet client goals, stay on deadlines, and produce results.

### New York State and Local

- With offices in Albany and Binghamton, and a primary base of clients located around the state, we are committed to helping organizations and businesses of all size within our state to grow and succeed. We bring an informed focus on not only state-wide trends and challenges, but within the local areas where we live and work.

### Online Experienced and Focused on Innovation

- Vibrant was one of the first companies in New York to dive into social media and online marketing. Vibrant developed the first tourism app for the Catskills and was one of the first agencies to successfully execute online marketing campaigns. Our in-house team actively handles the online marketing accounts and websites for dozens of clients. Vibrant focuses our efforts on extremely targeted and trackable online solutions which yield not only clear results but bring strong actionable data to each campaign.

When it comes to website design and development, our web team is fluent in a variety of content management systems and back-end platforms, to ensure a site build that is customized based upon your needs and an optimal end-user experience. In line with current market needs, all Vibrant sites are built to be ADA compliant, optimized for SEO, and mobile responsive.

Campaigns are customized based on client needs, goals, and audience personas...there are no one-size-fits-all solutions. From dedicated B2B or B2C campaigns, all creative, content, and media is chosen to fit our strategy and meet the diverse needs of the organization. And because all the best creative and state-of-the-art media is pointless if it doesn't get results, we put a heavy focus on tracking and reporting, to gauge campaign metrics and nimbly pivot as needed, as your needs evolve and change during the course of a campaign.



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## Why Vibrant?

### Strategy, Collaboration and Sustainability

In addition to developing top-of-class brands, websites, and marketing campaigns, we feel it is important to build meaningful partnerships with our clients. Like most good agencies, we can design beautiful creative and build state-of-the-art marketing materials and campaigns, but at Vibrant we strive to set ourselves apart by developing collaborative partnerships with the people we work with.

We do this by first and foremost listening. Listening to you, your clients, and your key stakeholders. In addition to data and research, there is nothing more important at the onset of a new project, and at any stage of a client relationship, than hearing what our partners have to say and fully appreciating their unique and informed insight into their business, customers, and challenges.

It's at this juncture that a true collaboration occurs. When our experience and understanding of the industry, market, and other outside influencing factors, combines with our clients' inside experience, vision, and knowledge, to work together to build an impactful strategy and supporting creative that is both unique and sustainable.

During Vibrant's nearly 20 years, we have built relationships with clients that span 5, 10, and even 15 years. We have built and launched successful brands for a variety of businesses and organizations, including several municipalities, tourism bureaus, and governmental agencies, such as City/Town of Oneonta, City of Cohoes IDA, Greater Binghamton Airport, Catskill Region Tourism, and Town of Roscoe. In addition to sustaining those relationships by continuing to provide thoughtfully crafted strategies and eye-catching creative, we strengthen those relationships by continuing to listen, collaborate, and work together to make those campaigns a success...and turn projects into partnerships.

Working with these clients over multiple iterations of brands, websites, and campaigns; each evolving with the introduction of new technologies and the sophistication of the market, makes us an ideal partner for the Airport to grow with, as you chart your future for continued success and fly to new heights.

### MWBE Partner Agency

Vibrant Brands is a proud partner of Brightside Communications (headquartered in Binghamton, NY), an NYS-certified MWBE business. Vibrant's relationship with Brightside Communications spans over five years, and includes collaborations on a variety of marketing and digital outreach services for clients all across NY, with Brightside providing project management and strategic consultative services, in partnership with Vibrant.

Specifically for the Albany International Airport project, we anticipate Brightside providing project management support services, and an initial role with strategic services, to support the conceptualization and strategic execution of the new Airport brand.

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## Don't Just Take Our Word For It...

"We've been providing services to the community for over 75 years. Vibrant helped us reinforce our brand through focusing on our mission, and broadcast our message in a modern way, leading to amazing new opportunities for the future."

**Greg Sorrentino**  
**President/Chief Executive Officer**  
**Center for Disability Services**

"Our community is one-of-a-kind. Vibrant helped us find and create a unique voice, so that people know how special our services really are. We have been able to reach more people than ever before and truly build our awareness"

**Paul Landers**  
**President & CEO**  
**Pathfinder Village**

"Vibrant finds creative ways to showcase what's great about our credit union. With their support, we can focus on what we do best—serving our members."

**Mark Filbert**  
**President/CEO**  
**NE PA Federal Credit Union**

"As a provider of hospice services, connecting with individuals and their families in our community is crucial in providing the best personalized care possible. Vibrant's work is more than just distinct projects like our website and marketing materials — it helped us resonate with the community and deliver our mission of honoring life, giving care and bringing comfort."

**Donna Branca,**  
**Director of Marketing & Public Relations**  
**United Hospice**

"With Vibrant, we're not doing what everyone else is doing. We're separating ourselves from the pack and growing."

**Carole Wands**  
**Vice President Marketing**  
**Sunmark FCU**

"With Vibrant's help, we have been successful growing our programs and services. We have helped bring the gift of hospice to more people in more areas."

**Rob Puglisi**  
**Director of Marketing and Communications**  
**Community Hospice**

"Working with Vibrant has helped Belvedere develop our brand as a premier provider of health services. Thanks to Vibrant, Belvedere sends a clear message to the community that highlights our unique value. Vibrant always over-delivers and provides insights into marketing and positioning that we didn't even know we should be paying attention to."

**John McCooey and Jen Barnett**  
**Belvedere Health Care**

"Our working relationship with Vibrant has armed us with tools to spread awareness about FCA's services to the vulnerable members of our community who are in need. Equally important, Vibrant's work helped us deliver our message to those looking to support our mission, through fundraising events. Thanks to Vibrant, FCA has an overall broader impact."

**Jeffrey Reynolds**  
**President and Chief Executive Officer**  
**Family and Children's Association**

"Vibrant has helped build our brand through creative marketing and we have grown to provide more services to more members in more areas."

**Keith May**  
**V.P. Marketing**  
**SFCU**



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# VIBRANT BRANDS

## Key Personnel

Vibrant is a full-service agency, with a team that includes, strategists, designers, writers, programmers and online marketing specialists. The breadth and diversity of our in-house team allows us to cost-effectively and quickly create marketing materials for ever-changing initiatives, combined with strategy and a focus on results, that leads to success. All Vibrant work is conducted by our in-house team that includes the following talented and experienced creatives, producers, and directors:

### Christopher Quereau - President/Creative Director

Christopher manages the campaign, making sure that all of the key players are working together to create the best solution possible. Christopher presents research findings, recommendations and creative to the client.

### Teresa DeLaurentiis - Director of Client Relations

Teresa works as the liaison between the creative staff and clients to execute the campaign. Teresa communicates regularly with the client to ensure expectations are managed and project details are communicated.

### Rick Langdon - Vice President, Business Development

Rick is an experienced agency professional that helps to onboard new clients, and work with existing clients on everything from creative and strategy, to oversight of client work.

### Brandy Aldrich, Chris Steckline, Matt Carrera and Rob Pfiefer - Designers

Brandy, Chris, Matt and Rob comprise our creative and experienced design team. The designers develop designs and materials for the campaign.

### Michael Sloane, Ben Ratliff, Bob Dennett and Peter Ames - Web Developers/Programmers

Michael, Ben, Bob and Peter are responsible for developing websites and other online tools, as well as training clients on the use of these tools. They also handle programming of our websites and setting up and installing databases.

### Phil Ashby - Online Marketing

Phil is responsible for setting up online advertising and monitoring campaign progress. Phil also provides regular reporting to clients and makes adjustments to campaigns.

### Kevin Wheatley, Gillian Scott and Arcangela Chapman - Writers

Kevin, Gillian and Arcangela are professional writers with experience working in journalism, advertising and public relations. Their chief goal is creating an authentic message for each client, and customized content for web, digital, print, and other advertising materials.

### James Graham, Willie Peterson and Stephen Schweitzer - Video, Photography, & Motion Graphics

James, Willie and Stephen have years of professional experience including radio, live television, and video production for television and web; including motion graphics/animation, voiceover, writing, and brand development for local, regional, national and international clients.



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## RFP Scope of Work and Agency Responsibilities

### Branding Services

In accordance with your RFP, we understand the following to be the primary deliverables to be provided to you as part of the branding phase of this project:

- 1) Review of existing research/data, along with a customized discovery phase (including qualitative research, such as interviews and discussions with airport leadership/staff) to inform the development of an authentic and compelling branding/positioning strategy that achieves the Airport's mission, advances your vision, clearly distinguishes you from competitors, and highlights your vital contribution to the Capital Region and surrounding counties.
- 2) Creation of a new/updated image and brand design (which may include a new/updated logo, tagline, brand schematics, and other primary brand assets), along with primary messaging (mission/vision statements, elevator speech, and key messaging for a variety of audiences and other Airport brand components).
- 3) Based upon approved brand/identity, development of a detailed brand style guide (which outlines use of logo, as well as all colors, fonts, and a variety of applications to be determined with the Airport). Vibrant will also develop branded designs for letterhead/envelopes, business cards, e-mail signatures, social media headers, and other applicable branding applications.
- 4) Development of specific strategic recommendations for internal rollout (to staff and associated vendors/partners) and external rollout (to the campus community, media, and general community).
- 5) Recommendations for specific tactics/tools to support internal and external brand launch, which may include video(s), online/digital communications, print/direct mail communications, and other initiatives to be determined in conjunction with the Airport.

### Marketing Services

Informed by the updated brand, we will develop a comprehensive digital/online marketing plan that leverages paid digital marketing, to supplement the Airports ongoing social media efforts. This phase of work will include the following:

- 1) Development of a comprehensive digit/online marketing plan to increase awareness, promote the campaign, send more qualified traffic to your website/campaign landing pages, and enhance organic SEO efforts. Online media may include Google, SEM, Facebook, YouTube, Instagram, internet re-marketing, and other relevant social media and online channels that are appropriate for your target audiences.
- 2) Development of content and creative to support digital marketing plan (including reviews/revisions with Airport), and all tracking and reporting of campaign performance and metrics.
- 3) Coordination and administration of campaign launch, including trafficking ad creative to media, setting up/administering digital accounts, and adjusting/modifying campaign creative, based on performance.



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## Website Design / Development Services

Based upon our review of your RFP, and subsequent addenda, we understand the following to be expectations, features, and technical functionality requirements for the new Albany International Airport website. All requested design, content, technical and functionality features are included with Vibrant's website process and CMS, and the scope of work that is outlined for you as part of our proposal. The features and functionality for the Airport's website include, but are not limited to, the following:

### 1) Website Discovery, Research, & Review

- Evaluate current website, design/layout, user experience, and site architecture.
- Review of competitor websites and adherence to airport industry website/digital best practices.
- Engaging, intuitive, easy-to-use interface that provides helpful information to users/travelers and guides them to easily access services, products and key site features on a 24-hour basis.

### 2) Website Features and Functionality Components

- Integration of key APIs for Airport flight information display, flight tracker, flight schedule, and links to airline fare search sites and Airport parking information.
- Mobile responsive design that ensures that all users will be able to view our site, no matter what device they are using.
- Analytics to track conversions from a button click to a completed application, including the ability to view statistics by page or section in the dashboard of the new CMS.
- Site should comply with World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA compliance).
- Secure and private (non-public) intranet platform for document/link sharing and other inter-department functions.
- Page Contents: Website must allow County staff to perform a variety of functions, including but not limited to:
  - Upload and stream video, audio, and interactive media.
  - Incorporate interactive maps, such as Airport Terminal Map, and searchable Google Maps.
  - Allow Airport staff with capability to enable or disable the pages for public view.
  - Option to display sidebars, with ability to schedule sidebars and display content.
  - Integration of events calendar that is easy to use and navigate.
  - Capability to issue alerts on the home page.
  - Customized social media integration, including Facebook, Twitter, Instagram, YouTube, LinkedIn, etc.
  - Allow vendors to provide information for future procurement opportunities. Such as a "vendor registration" area. Links will need to be provided on the website and a subsequent link to "How to Do Business With the Albany Airport".
  - Ability to allow vendors to provide contact information for a "vendor registration" form
- E-mail and e-newsletter sign-up
- Ability for public to place comments
- Vibrant will follow industry standards and best practices for code, server, database, and other configurations that are relevant to the functioning of the website, including HTTPS, on-going malware/malicious content scanning are required, and a strong authentication technique (i.e., CAPTCHA) where necessary.
- Web server must address load balancing.
- Website will be optimized for search engine optimization (SEO).
- Website search functionality that is not be tied to another search engine (Google Search, Bing, and other search engines). Each page should include a search box. Search terms should be logged with date, time, and link clicked for future analyses.
- Ability for Airport staff to run and obtain a sitemap to contain a list of all links, resources (images, documents, videos), and pages for main site and microsites. The sitemap and breadcrumbs must follow ADA guidelines.
- All server software, including operating system (OS), databases (open-source or closed-source) will have the longest possible end-of-life (EoL), and will be updated to the latest version when it is available.
- Vibrant will provide on-going maintenance and 24/7/365 technical support.
- All data developed during this project shall be considered the property of the Albany County Airport Authority.
- Website should have the capabilities to report broken links.



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# VIBRANT BRANDS

### 3) Website Content Management System (CMS)

In accordance with the specifications of your RFP, Vibrant will build the new Albany International Airport site within a CMS that meets your desired requirements. While our developers are fluent in a variety of CMS platforms, we recommend the utilization of Concrete 5 as our proposed CMS. Concrete 5 is a dynamic, stable and secure CMS platform that has been implemented within a variety of websites that require stringent security, stability, and transactional capabilities, including hospital/health-care, banking/finance, and businesses with enterprise solutions. The proposed CMS meets the outlined requirements for your new website, including the following:

- Dynamic, flexible and secure CMS, that should provide various access levels to content and design. Access levels should be able to be set by user functions and roles. Other factors of CMS functionality and security should include:
  - Passwords: Strong Passwords should be required with Multi-factor authentication as an option
  - SSL: Required
  - Redundancy: Backups/ redundancy and potential downtimes should be addressed by provide.
- Seamless integration with all necessary third-party platforms (Comment, OAG, e-procurement/vendor sign-up, calendars, etc.) and all APIs, including Airport flight information display, flight tracker, flight schedule, parking and links to airline fare search sites.
- CMS with preview feature, and audit information (content creation/edit date and the user information).
- CMS with authentication requirement, with varied access for Administrator and Regular User groups.
- Ease of content editing and placement without the need to utilize a back-end administrative system (i.e. HTML).
- Content publishers have the ability to preview changes prior to publishing on the site.
- Content additions and additions to plug-in applications or modular elements shall feature delayed posting and automatic expiration abilities.
- Ability for content publishers to add and update menu items, if assigned the appropriate permission level.
- Option to use provided page templates and ability to create new templates.
- Ability to place widgets or content blocks on page templates that serve specific purposes., with settings to customize their look and function to meet specific needs.
- Ability to create and install e-mail/e-newsletter sign-up forms across the site.
- Spell-check functionality, via whichever web browser you use (Chrome, Firefox, Safari, etc.)
- Access to live support via e-mail/phone during vendor's normal business hours.
- Advanced WYSIWYG rich text editor for content additions/updates that, while allowing flexibility for ability of editors.
- Ability to manage administrative access to the site through a permission system that defines in-system rights workflows, and approvals for both general content and modular applications (including three or more approval levels).
- Reporting that details all changes/activity on the website through content contributors and administrators, with filtering by start and end dates, times, by content type and by action taken, and exportable.
- Ability to create content categories within CMS applications and modules and edit the parameters for categories.
- Administration of on-site banners and graphics.
- Permission system that is divisible into both user administration and group administration, allowing permission levels to be attributed to groups, to which users can be added.
- Access to site search statistics, including the ability to filter searched terms by date and time, which can also be exported (via Google Analytics and any other reporting we incorporate).
- System should allow for creation of user-friendly URLs (link shorteners)

A final decision on CMS will be determined in conjunction with Airport leadership. Should Concrete 5 not be a preferred option for the Airport, Vibrant's development team is fluent in a variety of CMS platforms, and would recommend alternate options such as Sitecore (Vibrant is a certified partner), Kentico, Expression Engine, and Cosmic. Please note: many proprietary, closed-source CMS platforms typically require separate costs for both implementation and ongoing licensing. If the Airport is interested in further exploring alternate CMS options, Vibrant will work with you to identify a platform that best suits your needs, while also providing the most cost-effective solution.



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# VIBRANT BRANDS

## 4) Website Hosting

For hosting, Vibrant has long standing relationships with a variety of trusted and secure host providers. A variety of factors influence a determination on an appropriate host provider, including selection of CMS. As part of Discovery process with the Airport, we will work with you determine an appropriate host provider for your new website, that meets and exceeds your needs.

As with a CMS platform, we are using our proposal to make an initial recommendation to you, for further review. The two host providers we initially recommend for the new Airport website are HostGator, A2 Hosting or BlueHost. Based on our experience working with both, and in accordance with your RFP, those specified hosting providers meet your needs, including:

- SSAE 16 Type II compliant data centers with redundancies for ISP providers, power and backups.
- Guaranteed uptime of 99.9% backed by a Service Level Agreement (SLA).
- Full disaster recovery to backup data center (less than 60 minutes site restoration and less than 15 minutes data replication).
- Distributed Denial of Service (DDoS) mitigation solution.
- Maintenance support with a system to request support.

For more information on each of those host providers, including capabilities, cost, and solutions, we encourage you to review the following links:

HostGator: <https://www.hostgator.com>

A2Hosting: <https://www.a2hosting.com>

Bluehost: <https://www.bluehost.com>

## 5) Other Website Features

- Vibrant will provide training sessions and training documents and videos that are intuitive for Airport's staff. Training will include CMS navigation, content creation/editing/archival, as well as a checklist for ADA AA guidelines on media upload.
- Migration of data/content from old website, as well as review of client-provided content and development (as needed) of new and updated copy content.
- Vibrant will provide a detailed time line from start to finish for implementation.

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## Web Development Project Features/Scope of Work

Vibrant believes that the best results come from a battle-tested process, heart-stopping creative, and meaningful collaboration with our clients. From our first meeting, up until site launch, our process runs full circle as we continue to monitor and improve the websites we create, to enhance user experience and position our clients' digital doorways to the world for long-term success. While every element of our web design and build process may not be applicable to your project, the rigid attention to detail, rigorous adherence to process, and dedication to a fruitful partnership is at the heart of every project we initiate on your behalf.

### Discover and Define

#### Research and Analysis

Never assume. That is especially true when it comes to websites. Research, data, and information is a critical first step in any website design project. We'll conduct or review research, take a look at analytics and heat mapping, conduct keyword research and check out your competitors to ensure we start off informed and with a sound strategy.

#### Persona Profiles

Websites are built for the people who use them, so one of our first steps is to create personas based on your typical users. Who are your audiences? What are they looking for on your site? Are they web savvy? All of these details build a profile of a potential real user – someone we can keep in mind throughout our process in order to tailor the ideal online experience.

#### Strategy

A website is a complex branding and marketing platform that needs to be approached in the right way. We take the time to establish goals, review your competitors' websites, see what other industry players are doing online, and apply all that information to your new website. We combine this research with your existing and future marketing efforts to produce a cohesive experience. Establishing a strong project strategy is key to creating an effective and sustainable website.

#### Sitemap

Information architecture is truly an art and a science. The sitemap is arguably one of the most important parts of a website project. We'll map out your entire site based upon our strategy, goals, and user needs. We have experience working with websites large and small, organizing content and pages in a way that makes the right information easy for users to find. We will develop an intelligent information architecture for the site, that is scalable and built to evolve with new technologies and features.

### Create and Craft

#### UI/UX Best Practices

Great design is a given. Just as important though, a website has to be easy to use. There is a reason behind how content is presented, page layouts, and the application of every line and color that goes into our designs. All are working toward the goal of easy, seamless usability for each member of your audience. A website that doesn't make users think, hunt or peck, and simply guides them toward where they want to go is the mark of truly great site.

#### Branding and Design

Before diving into a design, we'll review your brand guidelines, print materials and all other marketing initiatives to ensure we create an extension of your brand. Your brand is the foundation upon which all marketing is built, and your website is (usually) the biggest component of all your marketing. It leads your brand. It is your primary interface with everyone you serve and support, and the entire world. The design of your site will inspire involvement and engagement by all audiences. In addition to home page and other secondary page designs, we may also create a series of specific landing pages, intended to tie into current or future online marketing campaigns.



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## Content Development and Editing

Consistent with design, copy content is key. Messaging must be concise, relevant, informative, and interesting. Informed by our strategy, we'll craft copy content for your site meets the needs of your audiences and guides them toward whatever next step is needed (filling a form, clicking a link, picking up the phone, etc.). Our content development team will organize selected content, write new content and re-use current content. Content will be optimized for SEO and marketing, to meet the needs of evolving web crawlers/rankings, and to ensure that your users are engaged and informed.

## Video and Photography

In spite of the talent of our brilliant writers, and deep insights and content we will receive from you, let's face it, most of your audience isn't going to read as much as we want. That's where video and photography come in. When we can, we strongly encourage clients to leverage the power of video and imagery to convey their story, educate and inform users, and just make things look so much better on your site. We have talented photographers and videographers on staff that know how to point a camera and tell a compelling story through the power of images and voices...and make your website infinitely better for it.

## Mobile Responsive

With so many devices and screen sizes on the market, there is a lot to account for. We design for ALL screen sizes—from the largest desktop monitor down to the smallest smartphone, and everything in between. We make strategic decisions for specific screen sizes, knowing that users can have different goals depending on what devices they're using.

## Build and Develop

### Content Management System

From open source PHP to closed-source and third-party systems, our developers have built sites in a variety of CMS platforms. For the majority of websites we build, we recommend the use of Concrete 5, Sitecore, or Expression Engine. All CMS platforms we work with feature a constantly expanding pool of developer tools and plug-ins that integrate with existing components of your site, as well as nearly any third-party features (including platforms for donations/e-commerce), and work on sites of all sizes and security needs. Vibrant will work with you during the Discover phase to arrive at a CMS solution that meets your unique needs.

### SEO Strategy

SEO is a major component of any successful website, and with Vibrant, you'll have an SEO strategy built right in to your new website. Keyword research, competitor reviews, strategic content placement and more will ensure your newly-launched site is ready to compete the moment you launch. From there, we offer ongoing auditing and support to ensure optimization of your site.

### ADA Compliance

Stricter enforcement of ADA compliance requires not only greater attention to building a site within ADA compliance (ensuring ease of access for individuals with visual, hearing, and other impairments), but also ongoing maintenance and periodic auditing of your website to ensure that it stays within compliance (as you continue to update copy, images, and other elements of the site).

### Social Media Integration

We integrate the social media experience safely into the website and train staff on the effective use of these tools for user engagement and awareness. Social media embeds can be customized to show as much you want, where you want, on your site.

### User Testing and Analysis

We make sure that site functionality and user experience are consistently monitored throughout the build phase to stay the course on strategy and address issues with interface, function, and key features are optimized and performing as you expect, and we demand.



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# VIBRANT BRANDS

## Fast Page Loads

A beautiful, easy-to-use website doesn't matter if it takes a lifetime to load. We take special measures throughout our responsive design process to make sure your website loads as quickly as possible. Optimizing images and testing often helps avoid any slow-loading surprises.

## Browser and Device Testing

One of the most important parts of the development process is frequent and thorough testing. With responsive design, we're coding for a variety of devices, browsers and screen sizes that we test throughout the process to ensure your website works flawlessly for all users. We test using real devices and software that allows us to mimic different device and browser combinations.

## Custom Functionality

We've built countless custom-developed pieces and integrated a variety of trusted third-party platforms (for rates, mapping, etc.) that help take our websites to the next level. Whether you need custom map integration, databases, file sharing, secured platforms for boards or employees, or something totally new, we can build something specific to your needs that will integrate with your internal systems for a truly custom fit. We customize our recommended CMS to administer this system providing the client with a one-stop shop for complete administration of their website and users.

## Launch and Support

### Training & Administration

It's your site and you should be able to self-administer and manage it to any extent that you want. We'll of course help with any ongoing updates, management, and support too, if you'd like. We set up customized trainings for you. As for administration of the site, during site build we'll work with you to determine how you'd like to configure administration. You can set up one main level of administration (putting one person or department in charge of your site), or we can help to set up an endless combination of tiered access (allowing other individuals and/or departments with specific levels of access for administration of the site).

### Hosting

If you choose, Vibrant offers the convenience of hosting your new website, giving you the complete website package...meaning you only have one call to make for all your website needs. We work only with trusted hosting providers that we have vetted (and use for our own site!). Our providers are fast, reliable, and secure. Along with our own technical support you'll also have the advantage of 24/7/365 hosting support.

### Conversion Optimization

We don't believe in launching websites and just hoping for the best. Instead, we monitor your site and perform 90-day reviews to see just how users are interacting with what we built. Using this information, we'll provide suggestions for continuing to improve the usability of your website and increase conversion rates.

### Tracking & Effectiveness

New and comprehensive tracking tools will be incorporated to study the patterns and progression of site development. Tracking is also a crucial tool for modification of site content and process - especially with a new media website. We can setup custom reports relative to your interests and have them delivered to your e-mail box automatically daily, weekly, monthly or yearly.

### On-Time Deployment

Throughout the entire project, we're all working toward a successful launch. To ensure everything goes smoothly, we establish a project time line from the beginning and raise our hands if anything comes up that might affect the budget or launch date. Prior to launch, we'll provide a rundown of exactly how the launch day will go so you don't have any surprises...just the pure bliss of a new site launched on time, and within budget!



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## The Vibrant Creative Development Process

### Phase 1: Site Visit and Creative Kick-Off

We feel it's important that our key staff know who and what they are creating the brand and website for. The Creative Kick-Off is held to introduce the personalities involved, interview your stakeholders and gain insight into the organization. Intended to inform an overall creative approach for the brand, website and marketing, while also focusing on a content and functionality strategy for the website.

### Phase 2: Research and Discovery

Review existing research/data, if necessary initiate additional market research, to inform strategy, creative, and overall approach with the site and the project.

### Phase 3: Presentation of Design, Outline, and Site Strategy

Based on approved recommendations (from discovery and research), we develop initial designs for your brand and website. Designs include initial brand executions, along with flat designs for website home page, key secondary pages, and mobile format. Additionally, the presentation will include an overall content structure (site map, navigation, content hierarchy), UX recommendations, and overall strategy for the development of the site and content.

### Phase 4: Site Build Out of Site

Upon approval of site strategy, site map/architecture, and designs, we then begin the website build out. Our writer(s) and designer(s) work with the client to revise/develop the creative and content. During this time, our web developers are building templates, setting up supportive technology and getting the site ready to receive content. Once the content is approved, our developers format it for the website and input it. The designers and creative director review the site and then send it to the client for the R1 Review. During this same time, ongoing UX, browser, and device testing, along with QA continues, leading up to phase 5.

### Phase 5: R1 Review and Revisions

The next review milestone that occurs within our process is the R1 Review. The R1 is a 90% completed site, which usually is only pending small updates/changes as this is the first time the client sees a working website with all of their approved content and supportive new media tools. Vibrant works with the client to make their changes and prep the site for launch. At this same time, more robust UX and QA testing occurs, with reporting and review back to client, as we collectively work to bring a completed site to fruition.

### Phase 6: Soft Launch & In Person Training

Soft launch is an unannounced launch of the website to work out any technical issues as well as to get your staff comfortable with using and updating the site in a live mode. Additional UX/QA testing may also be executed in conjunction with this soft launch. During the soft launch phase, we also train staff on updating the site and associated tools.

### Phase 7: Announced Launch

Announced launch is the advertising and marketing to inform the public about the launch of the new website. We usually do a free press release and invitation to use direct mail design for our clients to announce their new site to their constituencies. Following site launch our maintenance agreement can keep us an active participant in the site.

## Approximate Time Line: 4 - 6 Months

*(Final schedule will be developed following kick-off meeting and determination of scope of initial research/testing.)*



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# VIBRANT BRANDS

## Branding Project Budget

### Discovery and Brand Research.....INCLUDED

- Engage in discovery/brand research, which will include group/individual interviews with organizational leadership/staff, competitor analysis, and review of previous/current branding and marketing of the organization (including existing brand standards).
- NOTE: Should some level of research be required for this phase, Vibrant will review scope and present an additional budget to the Airport for that phase of work. Research would typically include online survey research of relevant audiences to gauge equity/efficacy of brand(s) and help to inform additional next steps.

### Branding Strategy and Creative Presentation.....INCLUDED

- Based on Discovery and research, Vibrant will present recommendations and an overall brand strategy (mapping out both the internal and external rollout, as well as initial marketing plan. On the creative side, Vibrant will develop an authentic brand/identity, including name/logo options, tag line options, brand thematics, messaging, and colors for your branding, and other sample brand applications that are relevant to your launch.

### Brand Creative and Content Development.....INCLUDED

- Once the initial brand creative and strategy has been approved for phase one of this merger, Vibrant will develop all approved materials, as well as additional supporting brand materials.
- This will also include the development of a brand style guide, that will outline specific applications for all branding to ensure consistency and clarity across all platforms, such as stationery, signage, print, e-mail, digital and all other media.
- In addition to design, this also includes copy content creation/revisions for all supporting materials, as well as overall brand thematics, and core brand positioning.
- Anticipate up to three (3) round of review/revision before final approval.

### Brand/Marketing Roll Out and Strategy.....INCLUDED

- Develop a strategy to launch your updated brand to both internal and external audiences and a sustained campaign to communicate that new brand to the market. Our strategy to develop that brand begins by defining your audiences, developing messages, selecting the tools and deploying your campaign. We start with a strategy, and align that strategy to your audience segments and adjust the campaign based on results.
- Tactics for internal/external launches may include teaser campaigns (leading up to the launch), events, e-campaigns/direct mail, social media, etc. (A full scope of tactics will be outlined as part of the brand rollout strategy that will be developed.)

**TOTAL BRANDING BUDGET.....\$10,000**



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## Marketing Project Budget

### Marketing Strategy & Digital/Online Marketing Plan (OMP).....INCLUDED

- Our strategy to develop your brand begins by defining your audiences, developing messages, selecting the tools and deploying your campaign. We align that strategy to your audience segments and adjust the campaign based on results.
- Vibrant will develop an Online Marketing Program (OMP) designed to increase awareness, send more qualified traffic to your website/ landing pages, and enhance organic SEO efforts. Beyond Google SEM and re-marketing, online media may also include Facebook, YouTube, Instagram, LinkedIn, and other relevant social media and online channels that are appropriate for your target audiences.
- Campaigns will be hyper-focused based on personas, with additional campaigns targeting specific services/specialties, employment, etc. This will also include development of targeted landing pages on the Airport website, to tie into campaigns.

### Online Marketing Creative & Content.....INCLUDED

- Our writers and designers will develop content and design creative for digital creative. Initial creative concepts and OMP will be presented to Airport as part of initial creative presentation.
- Includes up to three (3) rounds of review and revision prior to Airport approval and launch of campaign(s).
- Provide creative and technical support for online advertising, including campaign development and all creative, strategic, and technical support services. Includes coordination of media with Airport.

### Tracking & Reporting.....INCLUDED

- Tracking tools will be incorporated to study the patterns and progression of campaign development. Reporting to be provided to Airport on a monthly basis, along with ability for 24/7 access to dashboard.

### Ongoing Campaign Management & Design Services....(Addressed as Subscription, See Page 21 For Details)

- Throughout the duration of campaign, Vibrant will provide ongoing campaign reporting, adjustments, and updates. This also includes creative/content support, to develop creative and copy content for online/digital marketing on an ongoing basis. Changes to campaign creative will be determined by performance metrics, Vibrant recommendations, and requests by Airport.

### **TOTAL MARKETING BUDGET.....\$5,000\***

*NOTE: Third-party media costs are NOT included in budget. ALL media costs (Google, Facebook, Instagram, etc.) will be paid directly to media by Airport. Vibrant does NOT mark up any media or third-party costs. A proposed budget for digital media will be presented to the Airport as part of Vibrant's digital/online marketing plan (OMP), that will be shared as part of our initial Discover Phase and creative presentation.*

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## Website Design/Development Project Budget

In accordance with the scope of working outlined within your RFP, and based upon our recommendations, our budget outlines a scope of work for the design and development of the new Albany International Airport website.

### PHASE ONE: Discover/Define

During this initial phase, Vibrant will work in close collaboration with the Airport to inform a strategic/creative approach with your new website, culminating with the presentation of those recommendations to you for review/approval. Elements of this phase include the following:

#### Discovery/Research

Review of existing website data, analytics, and heatmapping. Additional market research TBD, but may include user testing and research to test/confirm assumptions and inform an overall set of strategic and tactical recommendations for the new website.

#### Website Strategy/Architecture/User Experience/Site Map

Based on testing/research and completion of discovery, Vibrant will develop strategic recommendations for site, including content strategy/hierarchy, site architecture and navigation, page wireframes, site map and other key UX functionality that will inform the overall strategy and creative/design for the site. All recommendations will be presented to the Airport for review, and upon finalization/approval of all, we will proceed to Phase Two.

PHASE ONE BUDGET.....\$5,000

### PHASE TWO: Create/Craft

Upon approval of initial strategy, this second phase will focus on the creative and look/feel of the new website, and related creative elements. Key features of this phase include the following:

#### Website Design

Development of up to three (3) designs for the website by our on-staff graphic design team. Includes creative presentation of site (including static site designs for home page, key secondary pages, mobile iterations of site, and microsite designs) to Airport staff and residents. Initial design phase includes up to three (3) rounds of reviews/revisions of final selected design.

#### Content Review/Editing

Review/editing of existing site content (to port over to new site), as well as review of current site content (in conjunction with the Airport) to propose recommendations for content consolidation and coordination of copy edits/migration. For any new content to be developed, the copy phase includes interviews with Airport staff, leadership and stakeholders by Vibrant writer, development and review of copy content (up to three [3] rounds of review).

PHASE TWO BUDGET.....\$15,000



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## PHASE THREE: Build/Develop

Upon approval of site creative and content strategy, this phase is focused on all aspects of the build and technical integration of site features and functionality. This third phase culminates with the presentation of fully built dev site (what Vibrant refers to as the R1) for your review, revision, and ultimate approval, before moving to the final phase. Key elements of this phase include:

### Content Management System/Development/Programming

Actual building of the website based on the designs, installation of any third party technologies, and development of necessary databases by our on-staff web development team. (CMS platform to be determined with Airport during kick-off/discovery.) In addition to build out of CMS platform, this phase also includes incorporation and customization of all third-party platforms and plug-ins for mapping, location, calculator, and other features to be built within the website. NOTE: Our recommended CMS (Concrete 5, is included with the proposed budget. Should the Airport determine an alternate CMS, there may be additional third-party costs associated, depending upon requisite implementation and licensing fees charged by third-part CMS. Those fees would be paid directly, at net, to CMS vendor.

### Browser/Device Testing and Ongoing Website QA/Testing

Throughout Phase Three, Vibrant development team will continually be UX testing/QA all facets of CMS and third-party features, as well as all elements of site performance, right on up through completion of R1 development (with presentation of R1 link to you, during latter portion of Phase Three). Includes regular testing in all primary web browsers and mobile formats for optimal performance and appearance of website.

### SEO

Based on overall site strategy and key identified areas of content, Vibrant will optimize all site content (copy, imagery, etc.), including meta tags, meta descriptions, etc. Includes development of plan for ongoing SEO auditing and optimization of site content.

### ADA Compliance

Review/editing of all site features, function, copy, design, and other creative content for ADA value. Site will be built within World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA compliance). Vibrant will also provide recommendations for best practices for adhering within ADA compliance (or review recommended subscription options for on-going review, auditing, and maintenance).

### Social Media & Calendar Integration

Integration of news, calendar(s), and social media fee (allowing Facebook, Instagram, YouTube, Twitter, LinkedIn and other social media channel updates) within the website (on home page and other areas of the site, where designated by Airport).

### API Integration

Integration of all required/requested third-party APIs, including Airport flight information display, flight tracker, flight schedule, and links to airline fare search sites and Airport parking information.

PHASE THREE BUDGET.....\$25,000



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## PHASE FOUR: Launch/Support

Upon submission/approval of R1 link from Phase Three, we move onto the final phase of your website project. During this fourth phase, we prepare the site for final launch. The primary features of this phase of work include the following:

### Final Preparations/Testing/Launch

Following approval, we then prepare site for final launch. Final QA and UX testing, and all other pre-launch set up to prepare for go-live date and soft launch/hard launch of site.

### Training

Prior to site launch, we will provide web-based and/or in-person training for self management of your website. Vibrant will determine a training schedule with the Airport during site build phase. May include one or multiple training sessions. Training sessions are video/audio recorded for ongoing reference/utilization by client, along with a printed training document for as needed reference and use by Airport's website administration team.

### Website Hosting

**First year of hosting is waived.** Subsequent years of hosting billed at \$500 - \$3,000 per year annually (depending upon provider chosen). If the Airport maintains a subscription with Vibrant following launch of the site, hosting fee is waived for duration of subscription. Determination on a hosting provider will be made with the Airport as part of Phase 1.

### Analytics/Tracking

Incorporate of Google Analytics and other back-end reporting technology to monitor site traffic, performance, data, etc. Includes client access to all reporting, as well as provision of reporting and data to the Airport.

### Post-Launch Support (30 Days)

30 days of technical support and updates post launch (15 hours) is included as part of Vibrant's site design/build budget. Additional support, at a variety of levels, is covered under one of our many subscriptions (additional information on our subscription pricing options is outlined in a separate section of our proposal).

PHASE FOUR BUDGET.....\$5,000

**TOTAL WEBSITE BUDGET.....\$50,000**

### Ongoing Technical Support/Maintenance

Options for ongoing technical support (including regular SEO/ADA compliance auditing and adjustments, on-demand support, and routine site maintenance), as well as varied levels of creative/content support, are outlined for your review on page 21 of our proposal as part of Vibrant's subscription pricing plans.

NOTE: With all Vibrant projects, we offer flexibility with pricing and scope. Should certain elements of your site be identified as a post-launch initiative, we will work with you to revise costs and develop a budget/pricing approach that works for you.

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## Video/Photography Production Project Budget (*Optional*)

In accordance with our recommendations, Vibrant is proposing this optional budget line items to address the capture and production of original video/photography for the new Airport website. The primary elements of this scope of work include the following:

**Concept Development/Pre-shoot Planning.....Included**  
Development of script(s), interview questions, and shoot outline/schedule. Includes meetings/calls with client, reviews of recommended content, along with revisions, and approval. Includes all pre-production planning and project management for the general overview video and supporting member testimonial videos.

**On-Location Shooting and Production.....Included**  
ALL on-location production of video and photography assets for the Airport. Includes camera crew (videographer and photographer), on-site creative direction/project management, and all technology/equipment. This phase of production includes the following:  
a) Video capture of interviews (may include mix of leadership, administration/staff, and others TBD with Airport).  
b) Capture of b-roll footage and still photography (all subject matter TBD based on strategy, website needs, etc.).  
c) Anticipated that all video and photography will occur across ONE (1) to TWO (2) days, on-location production, at the Airport and potentially around the Capital Region (TBD).

**Post-Production.....Included**  
Editing and post-production of videos for the Airport. Videos will include: one 2-3 minute overview video, and a series of 3 - 4 short-form videos (each ranging in time from 30-60 seconds), promoting specific services and features, and/or testimonials from travelers. The post-production phase for video includes:  
a) Editing and placement of graphics, text, music/soundbed for video. Editing, color correction and final formatting of all still images for client use.  
b) Original animation and graphic development  
c) Up to three (3) rounds of review/revision (for each video) with client  
d) Preparation of final-formatted files to client/placed on site.  
e) For photography, all images will be color-corrected and editing for placement on website, and also provided to the Airport for use in social media, online marketing, and other supporting marketing/communications initiatives.

**Total Video/Photography Budget.....\$10,000**

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## Maintenance Service Subscriptions

For your review as part of this initial proposal, we are presenting the Airport with TWO subscription options for ongoing technical, creative, and content support for the Airport website (post-launch). Depending upon scope of services needed post-launch, you may choose a Maintenance Subscription, or depending upon needs, may opt to choose a Marketing Subscription for a more robust level of ongoing website support PLUS ongoing marketing support on a variety of initiatives, including ongoing digital/online marketing campaign management, video/photography, social media, public relations, and any other marketing/creative services that are offered by Vibrant..

Many of Vibrant’s clients choose to work with us on a subscription basis, which affords you a considerable amount of flexibility in selecting how you would like to utilize our services, based on priorities and needs, and enables you to leverage any/all of our capabilities (including web, online/digital, print, social media, design/writing services, and photography/video).

**There is NO contract, and subscription can be completed/cancelled as soon as all accrued hours are paid for.** Unused hours roll over and continue to roll over until used (typically within one-year). Each subscription level is based on an allocation of monthly hours. You have the option to pre-use hours to pay for a larger expenditure (such as using your subscription to fund a larger project or projects), or to use a greater level of hours in particular months than you do in other months.

**ALL levels provide you with access to ALL of our agency services,** with the greatest difference being the higher the subscription level, the more hours available to take advantage of those services. Since there is no contract, you may also adjust your subscription level at any time (raising the level to accommodate an increased level of work, and decreasing the level when needed). **Third party costs (such as Google, Facebook, printing, and other media costs) are not included and would be separate from your subscription budget.**

**Option #1:** If the Airport chooses to have Vibrant primarily be responsible for ongoing technical support for the website (including ongoing SEO and ADA compliance), as well as minor creative/content updates, as requested.

Maintenance Subscription.....Monthly.....\$1,000  
\$1,000.00 per month. Price includes up to 8 hours per month. This maintenance level subscription would cover all website technical support (regular SEO/ADA auditing and adjustments, tracking/reporting, website maintenance, and on-demand support) as well as routine creative/content updates for the Airport website.

**Option #2:** If the Airport chooses to have Vibrant be responsible for ongoing technical support for the website (including ongoing SEO and ADA compliance), as well as minor creative/content updates, as requested, PLUS a more robust level of creative and marketing support, including ongoing video/photography, management of digital/online marketing, and any and all other marketing services offered by Vibrant.

Marketing Subscription.....Monthly.....\$2,500  
\$2,500.00 per month. Price includes up to 20 hours per month. This marketing level subscription would cover all website technical support (regular SEO/ADA auditing and adjustments, tracking/reporting, website maintenance, and on-demand support), as well as additional marketing/creative support.....

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# VIBRANT BRANDS

## TERMS

**Payment Schedule:** The billing will be based on the agreed to services. Project billing is done in halves, with 50% down (upon project agreement), followed by a final payment of 50% at project completion. Projects under \$4,500.00 are billed in full up front. Subscription billing is billed 3 months down followed by monthly payments each month starting at the end of month four. Subscription billing may be used to pay for projects but must be maintained to cover the project cost. A monthly hours report will accompany each subscription invoice. Hours will roll over as long as some level of subscription is maintained. If the hours are owed at cancellation of the subscription, the client must pay for the remaining unbilled hours. If client cancels the subscription and Vibrant owes hours to the client, those hours are voided.

**Overages, Change Orders:** Work change orders (WCOs) will be issued for additional work and changes requested after approvals or commencement of work. WCOs include a description of the change/addition requested, estimated additional costs, and changes to work schedules/project completion. Client's signature is required on WCOs to proceed with changes/additions. Vibrant will not bill for any additional work that is not previously agreed upon by the client through an authorized change order executed by an authorized client. Third party expenses are not included unless otherwise indicated in this proposal. Third party expenses will be authorized by client before any purchases are made.

**Single Point of Contact:** A single point of contact is required for all projects to disseminate and organize changes/information provided to our agency. In the event designs are approved and then a new party is brought in, the new party may not retroactively reject any approved designs. The client may not develop alternative designs as part of this project ie: engage multiple parties to work together on the same designs.

**Liability:** Under no circumstances is Vibrant liable for the success or failure of any marketing project. The client is responsible for final proofing on any project developed. Vibrant is not responsible for any errors or omissions on any projects. Vibrant is not responsible for any damages related to any projects we undertake. Web Hosting is a third party fee billed through Vibrant. Vibrant is not liable for any issues related to web hosting including but not limited to; outages, lost files, cyber attacks etc. The client will incur all legal fees in any unsuccessful effort to take action against Vibrant Brands.

**Early Termination:** Client and Vibrant may agree to terminate project based upon mutually agreeable terms to be determined in writing, either prior to signing of this proposal or within the final client-Vibrant contract. As each stage of the project is paid, as per this agreement, if the project is discontinued by Vibrant and client before completion, there will be no additional cancellation fee charged. If the client cancels the project before completion, the entire amount due will be collected. All work will remain Vibrant's property should the project be cancelled. Once paid in full the client will at that point own the artwork, however Vibrant reserves the right to use the project(s) in their marketing efforts.

**Project Communication Delays:** Should the project remain idle for 30 days waiting for client-dependent material, review/feedback, or client directives, the project will be placed in an "inactive" status. If the project remains idle for three months, payment in full is required. Should the project remain inactive for six months, an hourly rate will be charged to rework the project based upon new client feedback/direction and to reacquaint the design team with the project. This includes project management, activities or e-mail/telephone correspondence, and face-to-face meetings, including drive-time as well as research, design and programming production time. Should the project remain idle for 12 months, Vibrant reserves the right to re-estimate the project. No refunds will be issued for unfinished projects due to delay or project cancellation on the client's part.

**Client Privacy:** All information about the client that is gathered by Vibrant during the creative process is considered confidential and will not be shared with any other clients or other parties. Vibrant may work with more than one client in the same or similar industries but will never share confidential information or strategies between related clients.

**Rights to work:** Upon full payment of all fees and costs, the following rights to the use of the designs and/or artwork transfer to client. Final artwork is the property of client however build or construction files are the property of Vibrant and will only be transferred at Vibrant's discretion.

**Design Credit:** Unless otherwise agreed Vibrant may use any final or un-finalized artwork for the promotion of Vibrant Brands. Promotion may include online and offline marketing including but not limited to; print advertising, website, online portfolios, e-newsletters, mailers, etc.

**Stock Photography:** A limited amount and selection of stock images are included as part of Vibrant projects. Stock images are not available to the client outside of Vibrant work unless purchased separately. Included stock images are covered under a Getty license which only allows Vibrant to handle the stock images.



855.946.2773



VibrantBrands.com



sales@VibrantBrands.com



543 Loudon Rd. Albany, NY 12110

# VIBRANT BRANDS

## References

Below represents a small sample of clients who have had their brands, websites, and marketing developed and managed by Vibrant. Please feel free to contact any of these clients about their experiences with us. You can see many additional references and case studies online at [www.VibrantBrands.com](http://www.VibrantBrands.com).

Carl R. Beardsley, Jr., C.M.  
Executive Director

**Wilkes-Barre/Scranton International Airport**  
100 Terminal Drive, Suite 1  
Avoca, PA 18641  
(570) 602-2000

Bijoy Datta  
Deputy County Executive (former)  
**Greater Binghamton Regional Airport**  
P.O. Box 2404  
Binghamton, NY 13902  
(607) 768-7088 [bijoy@brightsidecommunications.us](mailto:bijoy@brightsidecommunications.us)

Rob Puglisi  
Director of Marketing and Communications  
**St. Peter's Health Partners**  
295 Valley View Blvd.  
Rensselaer, NY 12144  
(518) 285-8150 [rpuglisi@communityhospice.org](mailto:rpuglisi@communityhospice.org)

Greg Sorrentino  
CEO  
**Center for Disability Services**  
3 Cedar Street, Cohoes, NY 12047  
(518) 437-5700 [Sorrentino@cfdsny.org](mailto:Sorrentino@cfdsny.org)

Sari O'Connor  
Executive Director  
**Albany Police and Fire Foundation**  
P.O. Box 8537  
Albany, NY 12208  
(518) 728-5766 [sari.oconnor@gmail.com](mailto:sari.oconnor@gmail.com)

## Website Examples

Below represents examples of a variety of websites that Vibrant has created for other organizations. We take great pride in making websites that not only get noticed and look great, but meet client needs for user experience, SEO, ADA compliance, and optimal transaction of products and services. Please visit [www.VibrantBrands.com](http://www.VibrantBrands.com) for more samples of website work.

[www.oneonta.ny.us](http://www.oneonta.ny.us)  
[www.cfdsny.org](http://www.cfdsny.org)  
[www.belvederehealthservices.com](http://www.belvederehealthservices.com)  
[www.sunmarkfcu.org](http://www.sunmarkfcu.org)  
[www.usnja.org](http://www.usnja.org)  
[www.nyfb.org](http://www.nyfb.org)  
[www.pathfindervillage.org](http://www.pathfindervillage.org)  
[www.fcail.org](http://www.fcail.org)  
[www.ehs.org](http://www.ehs.org)  
[www.communityhospice.org](http://www.communityhospice.org)  
[www.myrhythmnnow.com](http://www.myrhythmnnow.com)  
[www.nyfoa.org](http://www.nyfoa.org)  
[www.in-res.org](http://www.in-res.org)  
[www.onehopeunited.org](http://www.onehopeunited.org)  
[www.newhopecommunity.org](http://www.newhopecommunity.org)  
[www.cahpc.org](http://www.cahpc.org)  
[www.ioxus.com](http://www.ioxus.com)  
[www.brooksbbq.com](http://www.brooksbbq.com)  
[www.cooperstownallstarvillage.com](http://www.cooperstownallstarvillage.com)  
[www.sfcuonline.org](http://www.sfcuonline.org)  
[www.unalam.com](http://www.unalam.com)  
[www.wightmalnumber.com](http://www.wightmalnumber.com)

## Video Showcase:

Please visit these links that showcase Vibrant's experience and examples in video production. Our turn-key approach to video production has helped countless organizations with everything from TV spots and gala videos, to a variety of long-form and short-form videos. In addition to on-location production and editing, we also provide motion graphics and animation services.

<https://www.vibrantbrands.com/#video>

<https://vimeo.com/user3665286/albums>



855.946.2773



[sales@VibrantBrands.com](mailto:sales@VibrantBrands.com)



[VibrantBrands.com](http://VibrantBrands.com)



543 Loudon Rd. Albany, NY 12110

**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: Richard Langdon

Signature of Authorized Person:

*Richard Langdon*

Title: Vice President, Business Development

Business Address of Proposer: 543 Loudon Rd., Albany NY 12110

Business Phone Number: (855) 946-2773

Date: June 26, 2020

Subscribed and sworn to before me this 26 day of June, 20120.

**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           New York           COUNTY OF           Albany          

BEFORE ME, the undersigned authority, a Notary Public in and for the State of           NY           on this day personally appeared           Richard Langdon           who after being by me duly sworn did depose and say: I,           Richard Langdon           am a duly authorized officer of/agent for           Vibrant Brands           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



**Exhibit D: Proposal C**

**Offerer Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Vibrant Brands, Inc.

Address: 543 New Loudon Road, Latham NY 12110

Name and Title of Person Submitting this Form: Rick Langdon

VP, Business Development

Contract Procurement Number:

Date: 5 27 20

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

INSURANCE REQUIREMENT AFFIDAVIT

x - Our agency does not write the auto coverage and workers compensation policies

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: Kevin Kurkowski Signature Kevin Kurkowski One Group Agency Agent

Name of Insurance Carriers: Hartford Insurance company for General Liability  
Hartford Life + Accident Ins. Co. For N.Y. State Disability

Address of Agency: 22-26 Watkins Ave.  
Oneonta, N.Y. 13820

Phone Number Where Agent May Be Contacted: (607) 353-3970

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 F-1**

**CORPORATION/LIMITED LIABILITY COMPANY STATEMENT**

IF A CORPORATION, answer the following:

1. When incorporated/formed?  
2002  
\_\_\_\_\_
2. Where incorporated/formed?  
Delaware  
\_\_\_\_\_
3. Is the corporation/LLC authorized to do business in New York?  
 Yes       No

If New York is not state of incorporation/formation:

- 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/LLC is held: \_\_\_\_\_ Publicly       Privately
  5. Furnish the name, title, and address of each officer, director, and shareholders /members of the corporation's/limited liability company's issued stock:

Officer's Name	Address	Position	%
Christopher Quereau	543 new loudon road, latham NY 12110	Owner	100





**Exhibit D: Proposal F-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 F-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 by an Independent Certified Public Accountant or firm of Independent Certified Public Accountants, including the auditor's opinion thereon.

**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 (x)
2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture

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**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 (x)
2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy

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

---

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

Yes ( ) No ( x) If Yes, please explain

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**Exhibit D: Proposal G**

**WORK FORCE COMPOSITION**

Vibrant Brands, Inc.

(855) 946-2773

<b>Name of Firm</b>			<b>Phone Number</b>	
543 new loudon road, latham NY 12110				
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
Christopher Quereau, CEO				
<b>Name &amp; Title of Authorized Executive</b>				

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	2	1/1				
Professional	9	7/1			1	
Technical						
Sales Workers	1	1				
Office Workers						
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal Temporary						
Part Time						
<b>TOTAL</b>	12	11			1	

**\*Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Exhibit D: Proposal H**

**REFERENCES**

**List three (3) companies or governmental agencies where like or similar services have been provided within the last three years:**

- 1. Company Name:** Wilkes-Barre/Scranton International Airport

**Address:** 100 Terminal Drive, Suite 1, Avoca, PA 18641

<b>Street/P.O. Box</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
------------------------	-------------	--------------	-----------------

**Contact Person:** Carl R. Beardsley, Jr. C.M **Title:** Executive Director

**Phone:** (570) 602-2000 **Fax:** \_\_\_\_\_
  
- 2. Company Name:** Greater Binghamton Regional Airport

**Address:** PO Box 2404, Binghamton, NY 13902

<b>Street/P.O. Box</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
------------------------	-------------	--------------	-----------------

**Contact Person:** Bijoy Datta **Title:** Deputy County Exec. (Former)

**Phone:** (607) 768-7088 **Fax:** \_\_\_\_\_
  
- 3. Company Name:** St. Peter's Health Partners

**Address:** 295 Valley View Blvd., Rensselaer, NY 12144

<b>Street/P.O. Box</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
------------------------	-------------	--------------	-----------------

**Contact Person:** Rob Puglisi **Title:** Director of Marketing Communications

**Phone:** (518) 285-8150 **Fax:** \_\_\_\_\_

**EXHIBIT D: Proposal I**

**PROPOSAL SUBMITTAL FORM**

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

**The Proposer can meet or exceed required specifications as required?**

**YES**

**NO**

**Proposer has all vehicles to be used in this contract available for inspection.**

**YES**

**NO**

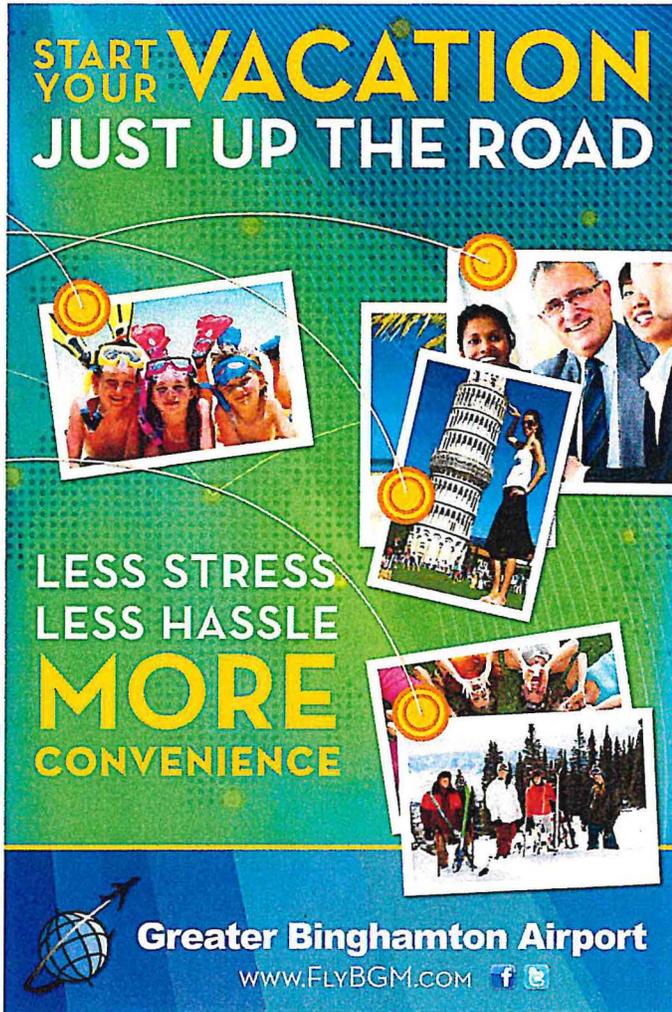
**All drivers have a valid New York State Driver's License.**

**YES**

**NO**



# VIBRANT BRANDS



## Greater Binghamton Airport

### Branding Campaign

Vibrant worked with the Binghamton Airport from 2011-2015 through the Barbara Fiala administration and Carl Beardsley the airport administrator.

**The Problem:** Limited flight routes, diminishing community and business support

**The Objective:** Boost traveler base and increase community support

**The Solution:** Vibrant created a consistent look, tone and feel which increased both brand awareness and recognition. Leveraging the new brand LTF, we executed the following marketing elements to create a complete surround campaign:

- Travel agent awareness outreach
- Customer appreciation services
- Community awareness campaigns

We pulled through the brands new messaging and strategy on a variety of tactical expressions:

- Website
- Videos
- Outdoor Media Campaigns
- Radio spots
- Television ads
- Online marketing programs

**Outcome:** Increased brand awareness and exceeded marketing goals

### Supporting Materials:

Video: <https://vimeo.com/99847126>



## Greater Binghamton Airport - Cont.

Business outreach and catchment area expansion

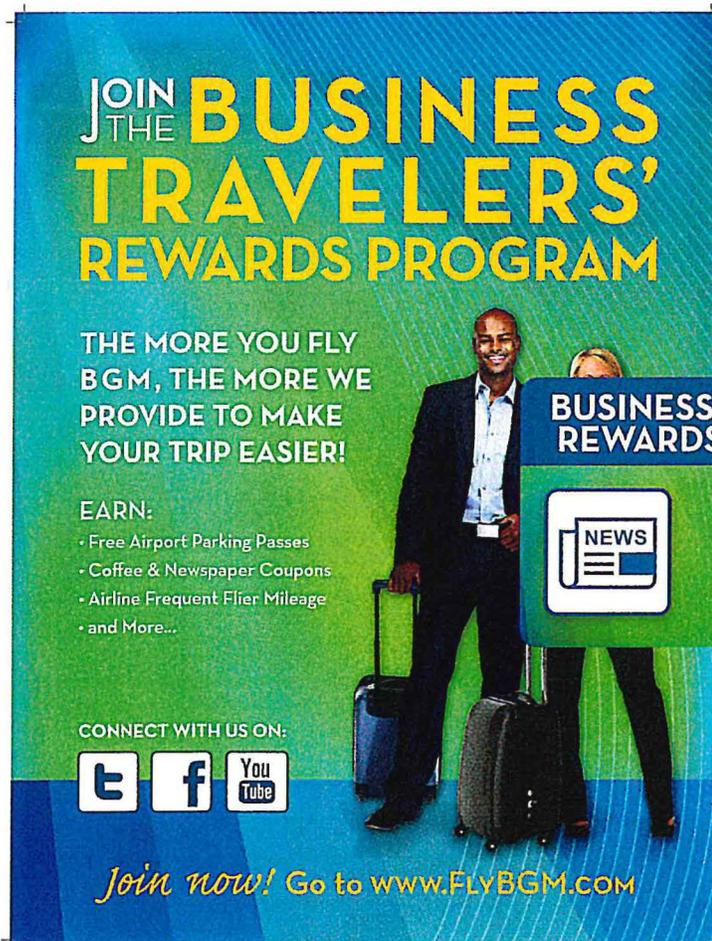
**The Problem:** Increase awareness to business travelers, who are the primary and critical customers for the airport

**The Objective:** Create an outreach program that targets business travelers and attracts them to fly with the Great Binghamton Airport

**The Solution:** Vibrant recommended a marketing strategy and supplement tactical executions that highly targeted business travelers, including:

- A rewards program
- An outreach program to new corporate clients
- New flight routes to benefit business customers

**Outcome:** Increase in rewards participants, greater outreach to business travelers, and increase catchment area to include neighboring and competitive communities.



**JOIN THE BUSINESS TRAVELERS' REWARDS PROGRAM**

THE MORE YOU FLY BGM, THE MORE WE PROVIDE TO MAKE YOUR TRIP EASIER!

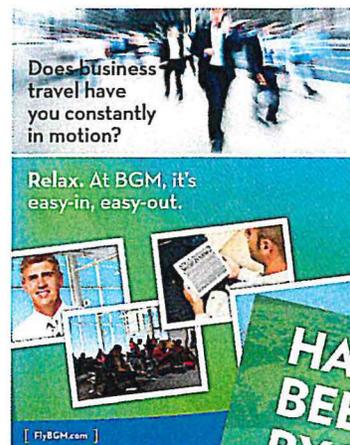
**EARN:**

- Free Airport Parking Passes
- Coffee & Newspaper Coupons
- Airline Frequent Flier Mileage
- and More...

CONNECT WITH US ON:

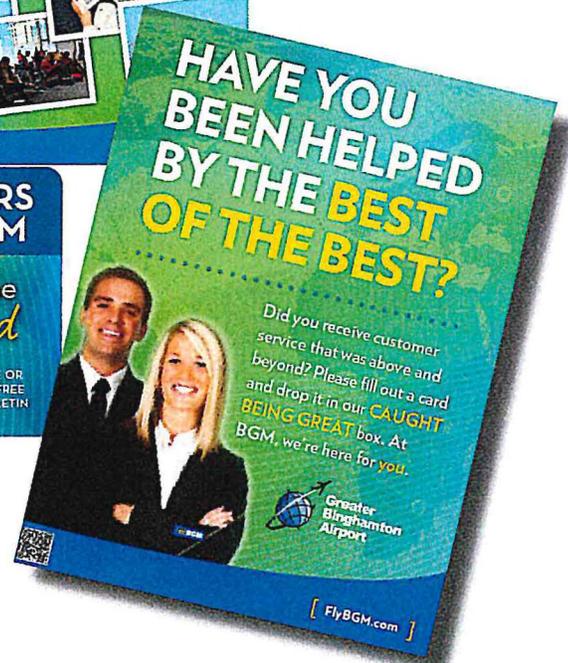
*Join now! Go to [www.FLYBGM.COM](http://www.FLYBGM.COM)*



Does business travel have you constantly in motion?

Relax. At BGM, it's easy-in, easy-out.

[ FlyBGM.com ]



**HAVE YOU BEEN HELPED BY THE BEST OF THE BEST?**

Did you receive customer service that was above and beyond? Please fill out a card and drop it in our **CAUGHT BEING GREAT** box. At BGM, we're here for you.

Greater Binghamton Airport

[ FlyBGM.com ]

# VIBRANT BRANDS



**Greater Binghamton Airport**

WE ARE COMMITTED TO BEING YOUR AIRPORT OF CHOICE BY CREATING THE ULTIMATE AIRPORT CUSTOMER EXPERIENCE

FLIGHTS & RESERVATIONS | TRAVEL RESOURCES | VISIT BINGHAMTON | DOING BUSINESS WITH BGM | CONTACT US

CONNECT WITH US!   

**Family Vacations!**  
WHERE WILL YOU GO?

**AIRLINE NEWS & NOTICES** **AIRLINE INFORMATION** **WEATHER INFORMATION** **ARRIVALS & DEPARTURES** **PILOT INFORMATION** **GROUND TRANSPORTATION** **HOT FARES** **MAPS & DIRECTIONS**

**BOOK YOUR FLIGHT HERE**

DEPARTURE  
DEPARTURE DATE  
4/18/2013

**Your Gateway to Upstate New York and Northeast Pennsylvania!**

Greater Binghamton Airport is conveniently located 8 miles outside Binghamton, New York. Because we are situated near the intersection of 188, 181 and the future 186, BGM is the ideal choice for travelers coming to and from Binghamton, Johnson City, Vestal, Endicott, Owego, Oneonta, Cooperstown, Norwich, Greene and many other bustling towns in Upstate NY.

Greater Binghamton Airport offers many amenities that larger airports offer

WATCH OUR COMMERCIAL

## Greater Binghamton Airport - Cont.

### Website & online outreach

**The Problem:** Align the airports digital presence with the new brand, while also maintaining hosting through the country governments limited hosting and CMS environment.

**The Objective:** Recreate campaign design elements and messaging for a digital experience on the website

**The Solution:** Vibrant utilized innovative solutions in order to retrofit an updated design under their limited hosting and CMS stipulations. The effort included:

- Conducted intensive research on innovative website solutions
- Integrated a variety of third-party flight tools
- Aligned social media campaigns that support and drive to the new site
- Executed online marketing programs to boost awareness

**Outcome:** The airports online programs reached new potential customers through lower cost and highly targeted campaigns.

# VIBRANT BRANDS

## Greater Binghamton Airport - Cont.

Community support, selection & awareness

**The Problem:** Lack of community support, awareness and ultimately the choice to fly with the Greater Binghamton Airport

**The Objective:** Boost support and awareness, leveraging new campaign elements that help bolster the "Why fly with Greater Binghamton"

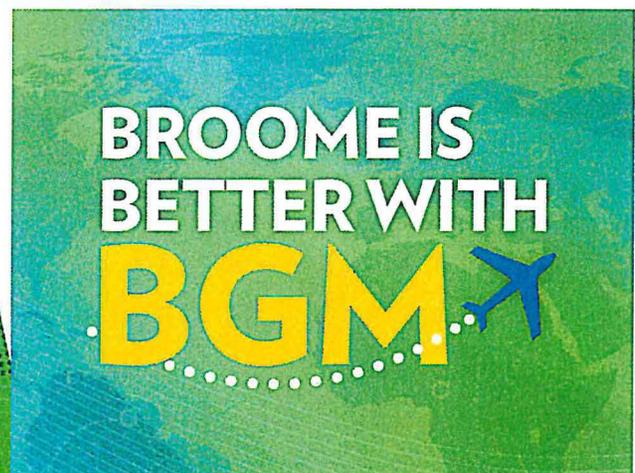
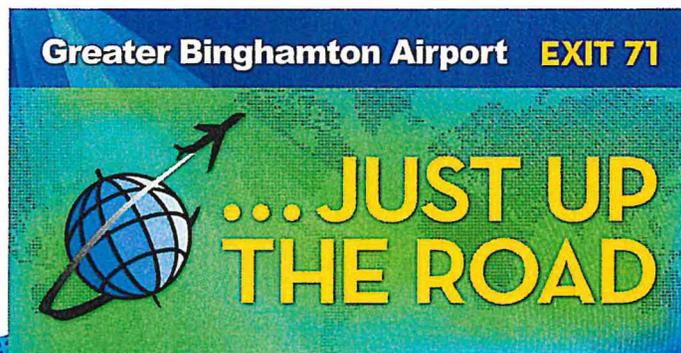
**The Solution:** Vibrant leveraged visual and messaging elements established in the new campaign, we developed the following tactical expressions:

- Compelling, story-telling videos
- Social media campaigns

**Outcome:** Increased community, business and political support

**Supporting Materials:**

Video: <https://vimeo.com/69996943>



# VIBRANT BRANDS



UAlbany Alumni  
Association  
@UAlbanyAlumni

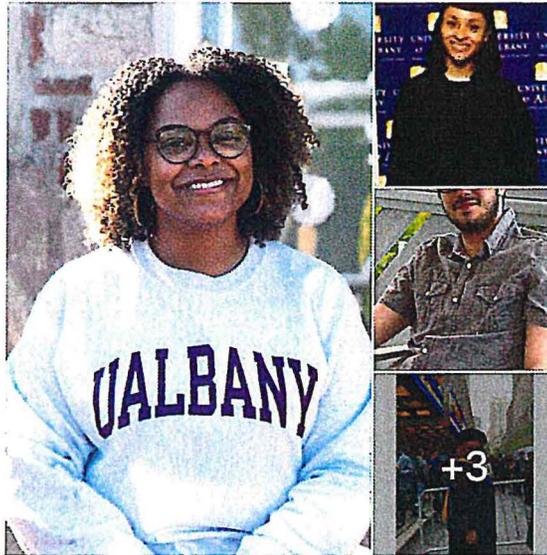
- Home
- About
- Photos
- Events
- Posts
- Groups
- Videos
- Reviews
- Poll
- Community

Create a Page

Liked Following Share ...

Congratulations to Daneen Austin '15, Danielle Rias '14, Kyle Chittum '16, Sariba Levin '15, Devin Caravello '15 and Imani Whitfield '14, UAlbany alumni who received 2020 Success Academy Excellence in Education awards! Success Academy is the largest and highest-performing charter school network in NYC and serves 18,000 mostly low-income children of color.

#UnleashGreatness #OneUAlbany



UAlbany Alumni Association  
College & University

Send Message

28

2 Comments

## University at Albany

### Social Media and Audience Building

**The Problem:** Lack of engagement lead to frustrations with existing social media results

**The Objective:** Increase online engagement with alumni

**The Solution:** Vibrant developed a strategy that would increase outreach efforts and subsequently boost engagement, including:

- Social media campaigns
- Online marketing tactics
- Internal guidelines and campaign training

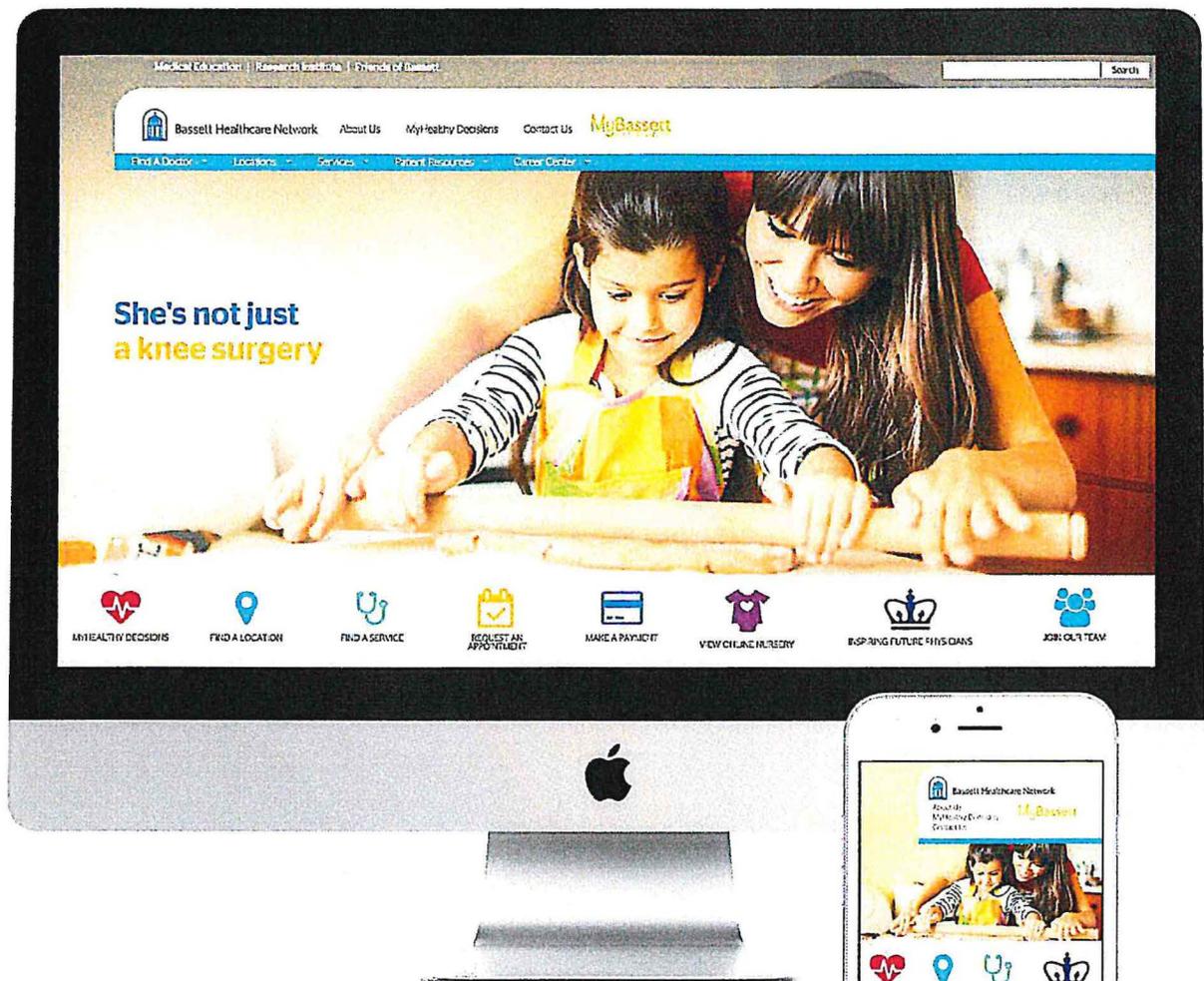
#### Social media outreach included:

- Content strategy for Facebook, LinkedIn and Twitter
- "Likes for Dollars" campaign designed to increase alumni likes on Facebook
- Highly targeted outreach to alumni on LinkedIn and Twitter
- Audit of social media channels in order to best inform opportunities for optimization
- Incremental improvements as necessary based on continuous social auditing

#### Outcomes:

- Increased engagement and social media activity
- Doubled Facebook likes with the most engaging alumni (less than 6 months)

# VIBRANT V BRANDS



## Website Development

### Bassett Healthcare

**The Problem:** Outdated, hard to navigate and poor user experience on the website

**The Objective:** Create an improved user experience and flow on the website by modernizing content, facilitating a higher click-through rate

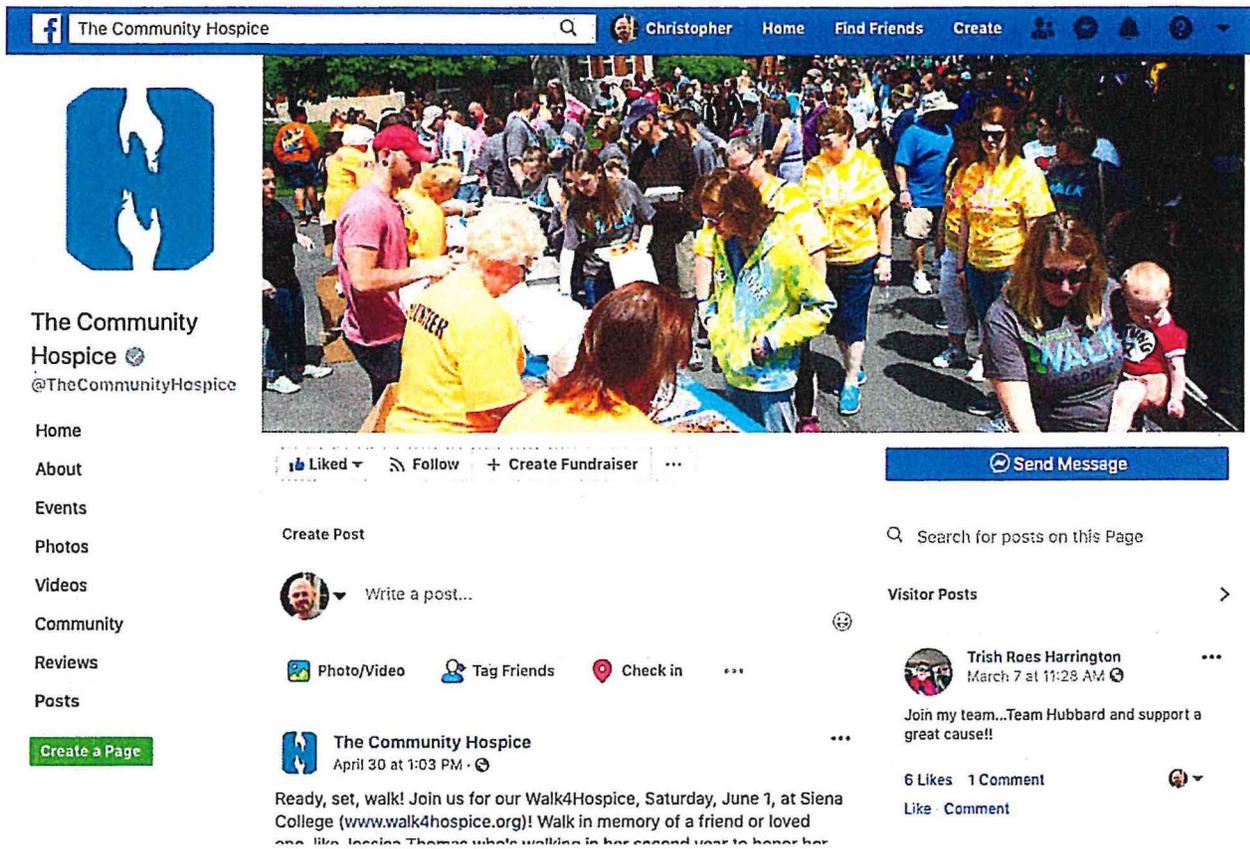
**The Solution:** Vibrant proposed a complete reorganization of content by:

- Sorted through thousands of pages and eliminating repetitive ones
- Created a hierarchy of content based on page specific goals
- Integrated dozens of third-party systems

### Outcomes:

- Increased user experience
- Information is more readily available and easy to find
- Complete satisfaction by administration on the integration of the backend

# VIBRANT V BRANDS



## Community Hospice

### Social Audience Building Campaign

**The Problem:** Poor utilization of the website and social media channels

**The Objective:** Increase community awareness and utilization, and grow their census

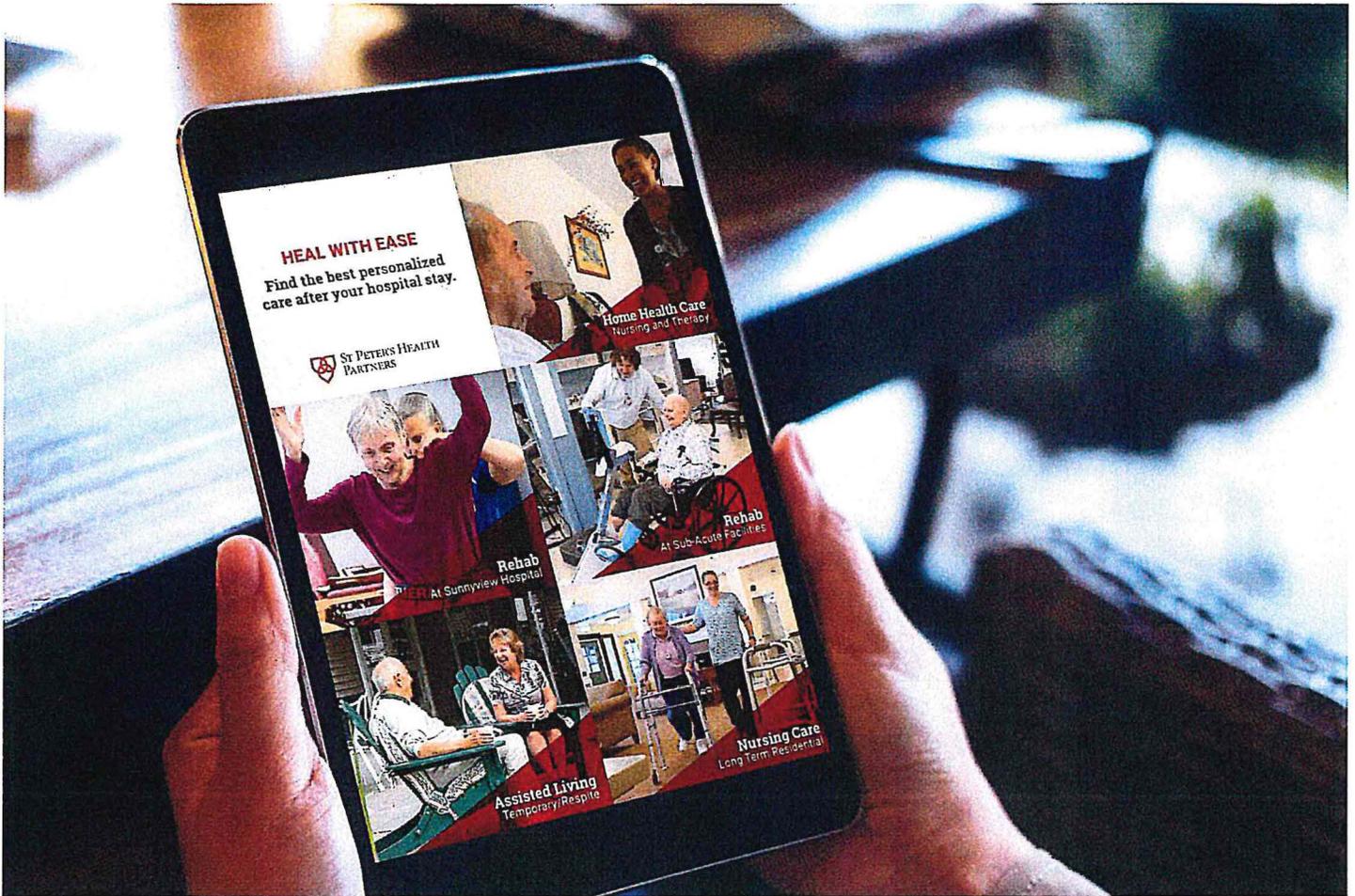
**The Solution:** Vibrant reviewed their current social media and online efforts, and developed an online marketing plan that aligned with their objectives, including tactical expressions of the following:

- Social media content creation and community management
- Website
- Brochures
- Video production

**Outcomes:**

- Increased community followers and likes on all channels
- Increased engagement per post, across all channels
- Increased engagement on all online marketing tools

# VIBRANT BRANDS



## St. Peter's Health Partners

### Interactive Presentations

**The Problem:** To keep patients within their care continuum and increase sales of services to healthcare businesses

**The Objective:** To provide a more modernized platform that helps the discharge process for planners and healthcare professionals

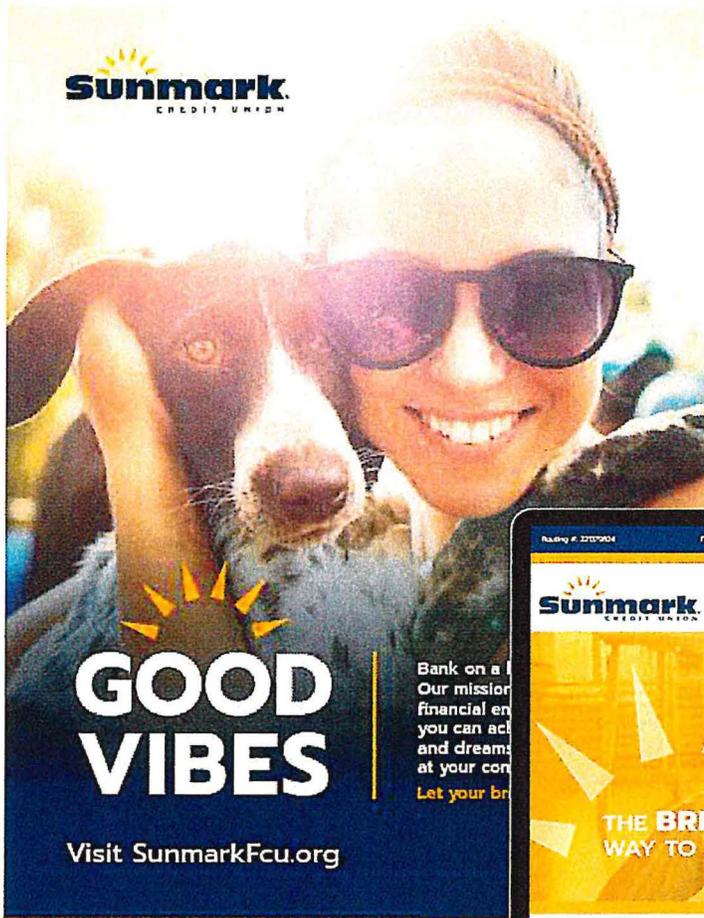
**The Solution:** Vibrant recommended and produced an iPad presentation for use in hospital settings. The presentation is broken up into individual components of the hospital system – Nursing Homes, Rehab Facilities, Doctor Offices, etc. Effort included:

- Strategic copy that adequately describes each level of care
- Design for each component of the hospital system and integration of new photography amongst each
- Produced dozens of interview and program overview videos included within the presentation
- Highlight numerous calls to action, including contact information, various forms and even interactive location maps

The healthcare team shares the presentation on their iPad (or tablet) with the patient, or it can also be downloaded on the web.

**Outcomes:** Extremely well received internally and externally

# VIBRANT BRANDS



## Sunmark

### Branding and Marketing Campaigns

**The Problem:** Create a brand that is recognizable by members and the community as they expand into new territories

**The Objective:** Differentiate and position Sunmark as one of New York States successful credit unions

**The Solution:** Vibrant developed the "Good Vibes" campaign, along with a new member focused website.

#### Outcomes:

- Attracted new and potential members
- Created a recognizable brand that increased online engagement

# VIBRANT BRANDS



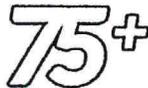
*Leading the way  
in the field of disabilities.*



80+ locations



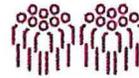
15 counties



75+ years of service



Families from 26 states



12,000+ served annually



Services for 300+  
diagnoses

## Center for Disability Services

### Brand Development

**The Problem:** Mis-representation of the brand objectives

**The Objective:** To bolster fundraising and donation efforts by providing an online platform that is both modern and accurately tells the brand story

**The Solution:** Vibrant took 7 different sites, several programs, different enterprises and put them all under one umbrella, giving them a consistent look, tone and feel so they became more recognizable. Digital improvements included:

- Brand enhancements
- Redesign of the existing website structure
- Produced a series of uplifting videos that showcases the programs available

### Outcomes:

- Increased traffic to the website
- One day alone produced over 12,000 clicks, a record high
- Directly increased donation and fundraising efforts
- A grant that had previously stalled out was received just months after the launch of the new site, directly attributed to the organization's commitment to technology advancements
- Increase in social media engagement and followers
- Increased organic growth by proud staff members sharing new campaign assets with family and friends

## Liz Charland

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**From:** Bobbi Matthews  
**Sent:** Monday, August 17, 2020 12:11 PM  
**To:** Philip Calderone; Matt Cannon; John Delbalso; Doug Myers; Helen Chadderdon; Dwayne Lovely; Christine Quinn; Perry Blanchard; Kathy Greenwood  
**Cc:** Kathryn Kane  
**Subject:** Contract # SC-1056 / Evaluation Summary

Contract # SC-1056

Evaluation Committee score summary of top three selected proposals.

Highest Score Possible: 900

Selbert Perkins:	639
Planteria Media:	680
<b>Vibrant Brands:</b>	<b>832</b>

Therefore, the proposal receiving the highest evaluation score is Vibrant Brands.

Recommendation for award will be made to the Airport Authority Board at the September meeting.

*Bobbi Matthews  
Purchasing Agent  
Albany County Airport Authority  
737 Albany Shaker Road  
Albany, New York 12211  
P: (518)242-2213  
F: (518)242-2640*

**AGENDA ITEM NO. 10.2**

**Professional Services Negotiations:  
Authorization to Negotiate Contract No.  
S-20-1060 with Ostroff Associates  
for Government Relations and Lobbying Services**

AGENDA ITEM NO: 10.2  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Tabled  
09/14/2020

**DEPARTMENT:**

Contact Person: *Matthew J. Cannon, Director of Development & Government Affairs*

**PURPOSE OF REQUEST:**

Professional Services

Negotiations: *Authorization to Negotiate Contract S-20-1060 with Ostroff Associates for Government Relations and Lobbying Services*

**CONTRACT AMOUNT:** *Negotiations*

**BUDGET INFORMATION:**

Funding Source: 46010-71-0000

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal      State                      Airport 100% NA     

**JUSTIFICATION:**

*Authorization is requested to proceed with negotiations for professional Government Affairs and Lobbying Services Contract No. S-20-1060 with Ostroff Associates of Albany as recommended by the ACAA Selection Committee. Five (5) qualified Request for Qualifications responses were received on August 24, 2020. The RFQ was widely advertised with respected New York State firms responding. Ostroff Associates had a higher point score based on team criteria evaluations.*

*The expertise and connections of a firm like Ostroff Associates will be immensely valuable in identifying and obtaining both state and federal funding to support Albany International Airport.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES            NA   √  

**BACK-UP MATERIAL:**

*Please refer to the attached: Certification of Proposals Received; Proposal Received; Evaluation Score Summary.*

**Contract #S-20-1060**  
**Government Affairs and Lobbying Services**

<b>Company Name</b>	Shenker, Russo & Clark, LLC	Mercury LLC	Ostroff Associates	Bruce W. Geiger & Associates, Inc.	Excelsior Advisors
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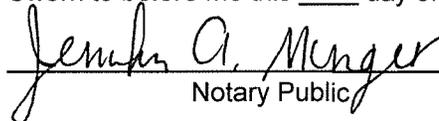
I, Bobbi Matthews, certify that this proposal acknowledgment is a true copy of the submittals received for the proposal (RFQ) above.

Albany Airport Authority Purchasing Department

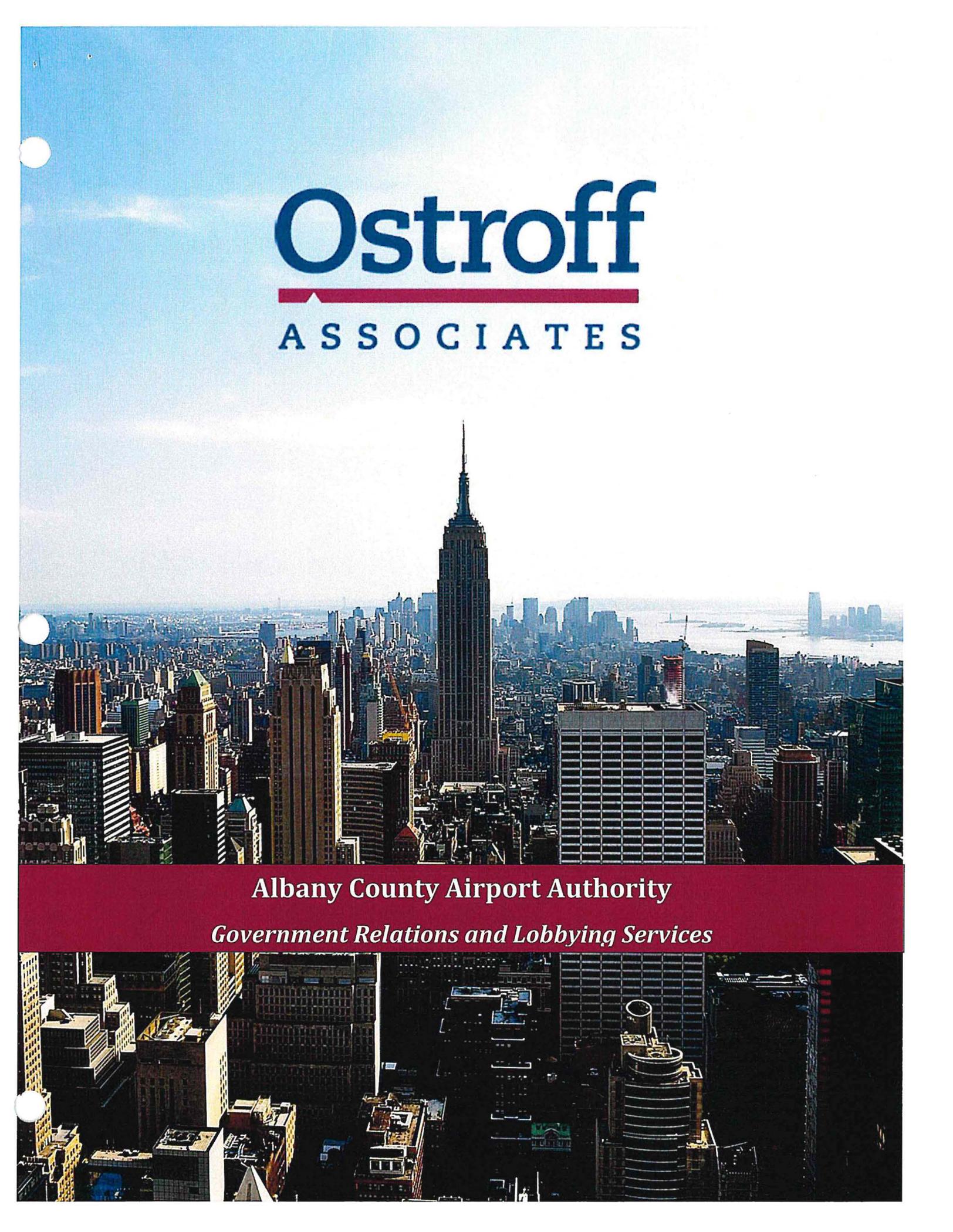


Bobbi Matthews,  
Purchasing Agent

Sworn to before me this 25<sup>th</sup> day of August 2020.

  
\_\_\_\_\_  
Notary Public

JENNIFER A. MUNGER  
Notary Public, State of New York  
No. 01MU6246332  
Qualified in Schenectady County  
Commission Expires Aug. 08, 2023



# Ostroff

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ASSOCIATES

**Albany County Airport Authority**

*Government Relations and Lobbying Services*



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  - g) Workforce Composition

## **EXECUTIVE SUMMARY**

Ostroff Associates (OA) has a record of producing positive results for our diverse range of clients that include Fortune 500 corporations to not-for-profit associations.

Our firm is made up of a bi-partisan team of experts who have come from the Executive Chamber, both houses of the Legislature, senior-level positions in State and City government and the private sector. OA maintains close working relationships with key policymakers throughout government and delivers an exceptional level of personalized service to our clients. We use our distinctive perspective, credibility and experience to provide our clients with trustworthy advice to successfully navigate the legislative, political and regulatory processes in the State of New York.

We will work closely with clients to develop a strategic and comprehensive strategy to advance the Albany County Airport Authority priorities.

## **BUSINESS BACKGROUND**

For more than two decades Ostroff Associates has been a premier government relations firm in New York State. Founded by Rick Ostroff in 1995 after serving over a decade in senior level positions with the administration of Governor Mario Cuomo, OA has strategically expanded and consistently ranks as one of the top 10 firms in New York State.

With a team of twenty-one, OA has delivered unparalleled successes for our clients, which include many of the most respected corporations, educational institutions, and trade organizations in the state and nation. Our current clients represent a wide range of sectors including, but not limited to technology, manufacturing, economic development, financial services, energy and transportation.

Our clients' satisfaction with our service is paramount, which has led to many of our clients staying with the firm for over a decade. Our deep relationships are the bedrock of our success and we pride ourselves on continuing to expand our portfolio.

We have attached a list of our current clients at the end of this document for your reference.

## TEAM APPROACH

At Ostroff Associates, we believe in using a team approach to provide the maximum benefit for our clients. Our staff has an in-depth understanding of how and why policy decisions are made in New York and can navigate our clients throughout this process. We draw upon our team's knowledge and experience to help our clients craft strong and effective messaging and then aggressively advocate on their behalf.

The team of professionals we believe would best represent Albany County Airport Authority includes Richard Ostroff, Andrew Kennedy and Nichols Morelle.

Within our team approach, we have found that a daily contact to serve as a coordinator for our efforts and communication is helpful. We propose that Andrew Kennedy would serve as the lead representative and contact from OA to work with Albany County Airport Authority.

While other members of OA may join the team from time to time when they possess a particular skill or expertise that is needed to accomplish your goals, the team we have proposed would remain your primary support within our firm. Below please find the professional biographies for the proposed team.

## BIOGRAPHIES



### **Rick Ostroff, President and CEO**

Rick has been working in government and politics for over 35 years. He founded the firm in 1995 and since then has provided leadership and expertise to clients throughout New York State.

In growing the firm to where it is today, Rick has carefully assembled a team of experienced and hardworking professionals at OA who exemplify the level of dedication, integrity and leadership it takes to achieve our client's goals. This has led OA to develop into one of the premier government relations firms in New York State. For over 20 years, Rick has served our clients' diverse interest in many areas including economic development, financial services and tax. In doing so Rick has maintained long standing relations in all branches of government.

Before starting the firm, Rick was the Assistant for Legislative Affairs for Governor Mario Cuomo. Rick advised the Governor on legislation and was the liaison between the Governor's office and the NYS Legislature. Prior to that, he served as Assistant for Regional Affairs advising the Governor on regional and local matters, and assisting local government officials in all areas of state government.

Rick also served as the Director of the Environmental Bond Act, and was the Legislative Coordinator for the New York State Consumer Protection Board. Rick began his career in state government as a senior legislative aide to Assemblyman Melvin Zimmer.

In 2019, Rick was recognized as one of City & State's "50 Over Fifty: The Age Disruptors" honorees. This award honors leaders in government, business and media who have distinguished themselves by helping New York in civic affairs. In 2018 and 2019, Rick was also named to City & State's "Albany Power 100" list which recognizes the most influential players in New York State government and politics. He currently serves as the Chair of the Board of Directors for the Leukemia & Lymphoma Society's Upstate New York/Vermont Chapter as well as the Corporate Co-Chair for the Upstate New York Light the Night Walk, and was awarded the title "Man of the Year" after raising a record amount of funds for blood cancer research during a 10-week campaign for the Leukemia and Lymphoma Society in 2016.

Rick has a degree in Economics from the State University of New York at Albany.



### **Andrew Kennedy, Senior Vice President**

Andrew Kennedy joined Ostroff Associates in 2020 bringing nearly two decades of experience in government operations, economic development and organization management. Prior to joining the firm, Andrew served as the President and CEO of the Center for Economic Growth, a regional economic development organization in New York's Capital Region since 2016.

Prior to his role at CEG, Andrew spent over 15 years in New York State government in progressively responsible positions including serving as the Deputy Director of State Operations for Governor Andrew M Cuomo, as well as working over a decade at the New York State Division of Budget and for the New York State Assembly where he developed a detailed understanding of New York's fiscal and economic development policies and programs.

Andrew holds a master's degree in public administration from the Nelson A. Rockefeller College of Public Affairs and Policy and a bachelor's degree from Siena College in Political Science.



## Nicholas Morelle, Vice President

Nicholas joined Ostroff Associates in 2018 with substantial experience in numerous facets of government, the legislative process and grassroots campaigns in New York State.

Before joining the firm, Nicholas worked at Ways & Means NY, a lobbying firm based in Albany. As a legislative analyst and registered lobbyist, he communicated with transportation, health care, and higher education clients, among others, to track all legislation concerning a variety of issues. In this position, Nicholas also successfully monitored and reported on all developments regarding procurement issues for clients.

Prior to joining Ways & Means NY, Nicholas worked for the Monroe County Democratic Committee spearheading local campaigns where he organized volunteers, produced mailers, and personally advocated for multiple candidates.

Nicholas graduated from SUNY Albany with a B.S. in Political Science.

### PROJECT SUCCESSES

Over the last twenty-five years, Ostroff Associates have achieved results for our clients. The OA approach have secured large scale economic development and infrastructure funding awards, as well as achieved legislative and regulatory results for our clients. Five examples are as follows:

#### Empire Outlets, Staten Island



Ostroff Associates was retained to help obtain funding through the NYC REDC for the development of a one million square foot multi-faceted commercial center, known as the Empire Outlets, along the North Shore of Staten Island.

We were successful in obtaining an initial amount of funding; however, the project ran into unexpected labor obstacles in the city which increased the total budget substantially which threatened the project moving forward. In response to this, OA diligently worked with the Governor’s office, State Legislature and local government to find funding opportunities to fill the gap.

In addition, the site of the project, which is public land, faced many additional challenges that needed to be addressed relating to resiliency measures along the waterfront and the need to protect Staten Island’s transportation hub. Working again with government, we were able to obtain an additional \$20 million to offset the cost of the resiliency measures.

**Donald Capoccia, BFC Partners; 150 Myrtle Avenue, Brooklyn, NY; (718) 422-9999 ext. 121**

## Steiner Studios, Brooklyn



Working with Steiner Studios, OA initiated discussions to establish a New York State Film Production Credit to promote film and television production in New York State. The program began in 2004 with an initial funding of \$25 million for four years.

Building upon the success of the program, OA worked to secure an increase in the film tax credit to \$420 million per year for the following five years. In 2014, we were successful once again securing \$420 million per year for another five-year period extending to 2019 and extended once again until 2025.

In our continued work with Steiner Studios, we have assisted them in obtaining a substantial amount of capital funding used to facilitate Phase III of the Steiner Studios expansion which created a 50-acre Media Campus at the Brooklyn Navy Yard. In turn, this funding leveraged \$304 million in private investment and created an additional 2,200 jobs.

**Douglas Steiner, Chairman; 15 Washington Avenue, Brooklyn Navy Yard; (718) 858-1600**

## Binghamton University's School of Pharmacy

Working with Governor Andrew M. Cuomo, and local State legislators, Binghamton University was awarded \$60M in funding for the design and construction of the School of Pharmacy and Pharmaceutical Sciences building.

Binghamton University is now continuing to grow their Health Sciences campus, fulfilling their commitment to revitalize Johnson City, NY.



**Darcy Fauci, Chief of Staff; Binghamton University, Vestal; (607) 777-2131**

## FedEx



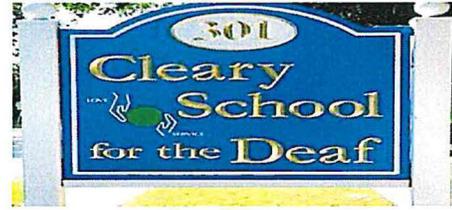
OA was hired to defeat legislation that would have had a detrimental impact on their operations. However, upon analyzing the bill we discovered that the legislation was much more far reaching and would impact the entire trucking industry.

After creating a coalition of interested parties, OA successfully negotiated the NY Commercial Goods Transportation Fair Play Act with the Teamsters. The Act created a new standard for determining whether a driver of commercial vehicles who transports goods is an employee or independent contractor on which both sides felt was fair.

**Helen Brooks, Senior State and Local Government Affairs; (518) 698-3422**

## Cleary School for the Deaf, Long Island

The Cleary School for the Deaf has served the deaf community of Long Island since 1925, striving to prepare children who are deaf to become active and contributing members of society. The Cleary School's success led to an



increase in their enrollment, but their funding levels did not keep up with the demand. Students wishing to attend the Cleary School were put on a waitlist, creating a critical gap in services for deaf students on Long Island. OA guided the school through the NYS policy and budget process and engaged with key stakeholders.

Due to these efforts, the Cleary School received an allocation of \$500,000 in the 2020-21 Enacted NYS Budget, providing them with much needed financial relief.

Jackie Simms, Executive Director, Smithtown; (631) 588-0530

## SCOPE OF SERVICES

Ostroff Associates can provide the following services to Albany County Airport Authority to support its economic development and transportation activities. The full scope of services would be defined and driven by the organization, as would the issues we encounter over time. We anticipate that our range of services would include, but not be limited to:

- Developing a detailed understanding of Albany County Airport Authority initiatives including key projects, public policy objectives, and targeted investment opportunities;
- Advising on a comprehensive legislative, outreach and communications strategy to achieve the core objectives of the Airport;
- Establishing and strengthening relationships with key staff at all levels of government:
  - Local - Town of Colonie and surrounding municipalities, Albany County and Counties of Albany, Rensselaer, Saratoga and Schenectady.
  - State - The Governor's office, Empire State Development, Department of Transportation, NYSERDA, Department of Environmental Conservation and any other appropriate State agencies, as well as State legislative leaders, central staff and key Committee Chairs; and
  - Federal - Members of the House of Representatives and the Senate.
- Supporting economic development and infrastructure initiatives of the Airport including:
  - Identifying state, federal, and private resources to support priorities;
  - Advising on strategies and best practices related to economic development and infrastructure investments;
  - Providing research and analysis to support economic development and infrastructure activities, as well as identifying potential new opportunities;
  - Establishing strategic partnerships with aligned interests to advance Airport initiatives;

- Creating market opportunities to support new initiatives and project opportunities efforts; and
- Providing strategic communications services in support of those initiatives.
- Identifying, reviewing and monitoring legislation, regulations or guidance impacting the Airport and its partners;
- Assisting in the development and preparation of testimony, position memoranda and educational materials;
- Drafting and advancing legislative and regulatory solutions on behalf of the Airport
- Attending hearings and committee meetings relevant to the company's interests;
- Providing regular progress updates on key legislation; and
- Delivery of daily clip service, special updates and relevant press releases.

We will, of course, modify our proposed scope of duties to meet your objectives and priorities.

## **CONFLICT RESOLUTION**

Ostroff Associates are proud of the relationships that we have with our clients. The development of trust, not just between the primary contact on a client's team, but with our entire firm is important in establishing a productive working partnership. Prior to submitting proposals for potential clients, we discuss opportunities within the firm so that conflicts can be avoided. We are very selective when we choose to represent a client. We do not offer to represent a new entity if conflicts are present. Where there is no current conflict but the possibility for a future conflict exists, we discuss concerns with both parties to determine whether our representation would be possible.

## **TERMS**

Ostroff Associates proposes to provide all of the above referenced and any additionally required government relations services for \$7,500 per month to be paid in monthly installments. Please be advised there is a registration fee of \$100 required by the NYS Joint Commission on Public Ethics that will be billed on your first invoice. Furthermore, we will assist the Albany County Airport Authority with the NYS Joint Commission on Public Ethics reporting requirements to ensure compliance.

## **CONCLUSION**

Ostroff Associates look forward to discussing this proposal with you in greater detail. In the interim, please feel free to contact us if you have any questions or concerns.

Thank you for your consideration of our services.

## CLIENTS

AccessCNY  
Arcadia Settlement Group  
Aetna  
Allied Biosciences  
American Medical Response  
American Massage Therapy  
Association/NY Chapter  
Anbaric Development  
Partners  
Applus Technologies  
Arthur Kill Terminals  
Association on Aging in  
New York  
Association of Talent  
Agents  
Authentic 4D  
Beam Suntory  
BFC Partners  
Binghamton University  
BNY Mellon  
Brady Risk Management  
Catholic Health Systems  
CF LL TSX HOLDINGS LP  
Checkr  
Churchill Downs, Inc.  
City of Rochester  
Cleary School for the Deaf  
Coalition of New York State  
Health Homes  
Columbia Development  
Companies  
Consumer Data Industry  
Association  
Consumer Directed Choices  
Cronin & Cronin Law Firm,  
PLLC  
DCI  
del Lago Resort & Casino  
Deloitte Services LP  
Empire State Restaurant  
and Tavern Association  
Empire State Towing &  
Recovery Association  
Empire State Passenger  
Association  
Equifax  
Ernst & Young LLP  
Everytown for Gun Safety  
FedEx Corporation  
FirstLight Fiber  
GymRat Challenge  
HeartShare Human Services  
of New York  
Hewlett Packard Enterprise  
HP Inc.  
HNTB Corporation  
IAC  
Iberdrola  
KPMG LLP  
Lifespan of Greater  
Rochester  
Lower Hudson Education  
Coalition  
Manufacturers Association  
of Central New York  
Match.com  
Maternity and Early  
Childhood Foundation, Inc  
National Private Lenders  
Association  
NextEra Energy, Inc.  
New York Association of  
Convenience Stores  
New York Disability  
Association  
New York Crossbow  
Coalition  
New York State Care  
Management Coalition  
New York State Destination  
Marketing Organizations  
New York State Economic  
Development Council  
New York State Electric &  
Gas  
New York State Land Title  
Association  
New York State Monument  
Builders Association  
North Folk Film Festival  
One Call Care Management  
Pegula Sports and  
Entertainment  
PricewaterhouseCoopers  
LLP  
Public Consulting Group  
Receivables Management  
Association  
Regeneron Pharmaceuticals  
Risk Management Planning  
Group  
Rochester Gas & Electric  
Rochester Institute of  
Technology  
Salon & Spa Professionals  
of New York State  
SCI  
Steiner Studios  
Siemens  
Systemax  
Tesla  
The Century Foundation  
Trucking Support Services  
LLC  
Upstate American Fire  
Sprinkler Association  
WalMart  
Williams Companies  
William Gottlieb  
Management Company LLC

## SCHEDULE "A" CONSULTANT'S RESPONSE

OFFERER/BIDDER/PROPOSER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT PURSUANT TO STATE FINANCE LAW §139-j(3) and §139-j(6)(b)

Contract No.: S-20-1060

Contract Name: Government Relations and Lobbying Service

Pursuant to State Finance Law §§139-j and 139-k (attached), this Solicitation/Invitation for Bid/Request for Proposal includes and imposes certain restrictions on communications between the Authority and an offerer/bidder during the procurement process. An offerer/bidder/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 §139-j(3)(a). Designated staff, as of the date hereof, is identified in the Solicitation/Invitation for Bid/Request for Proposal for the contract referenced above. 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/proposer 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/proposer is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found by examining the New York State Procurement Lobbying Law.

Offerer affirms that it understands and agrees to comply with the procedures of the Authority relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

Signature: Richard Ostroff

Date: August 20, 2020

Name: Richard L. Ostroff

Title: President and CEO

Contractor Name: Ostroff Associates

Contractor Address: 150 State St, Suite 301, Albany NY 12207

## QUALIFICATION ACKNOWLEDGMENT FORM

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

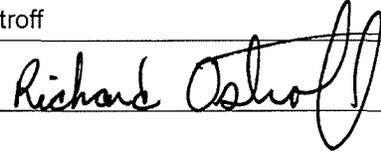
The proposer warrants that if qualifications are accepted, he will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFQ and the executed Agreement. Proposer agrees to deliver an executed Agreement to the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

I, the undersigned, guarantee our qualifications meet or exceed specifications contained in the RFQ 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 RFQ. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Qualifications.

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 these Qualifications in collusion with any other proposer.

Name of Proposer: Richard L. Ostroff

Signature of Authorized Person: 

Title: President and CEO

Business Address of Proposer: 150 State St, Suite 301, Albany NY 12207

Business Phone Number: 518.436.6202

Date: August 20, 2020

Subscribed and sworn to before me this 20<sup>th</sup> day of August, 2020.

*Crisafelli*  
CHANTEL JYL BURNASH  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01BU6345281  
Qualified In Albany County  
My Commission Expires 07-25-2024  
*Chantel Crisafelli Burnash*

### NON-COLLUSION AFFIDAVIT

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

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 acknowledgment. (Period of acceptance will be ninety (90) calendar days unless otherwise indicated by proponent).

STATE OF New York COUNTY OF Albany

BEFORE ME, the undersigned authority, a Notary Public in and for the State of New York on this day personally appeared August 20, 2020 who after being by me duly sworn did depose and say: I, Richard L. Ostroff am a duly authorized officer of/agent for and have been duly authorized to execute the foregoing on behalf of the said Ostroff Associates

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 these qualifications, 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 qualification 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 qualifications for the purpose of restricting competition.

Name and Address of Proponent: Ostroff Associates

150 State St, Suite 301, Albany NY 12207

Telephone and Fax Numbers: 518.436.6202 518.436.1956

By: *Richard Ostroff* Name & Title Richard L. Ostroff, President and CEO  
Signature

SUBSCRIBED AND SWORN to before me by the above-named on this 20<sup>th</sup> day of 2020.

*Chantel Crisafelli Burnash*  
Notary Public in and for the State of New York

*Crisafelli*  
**CHANTEL JYL BURNASH**  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01BU6345281  
Qualified in Albany County  
My Commission Expires 07-25-2024



OSTRASS-01

BMOLHOLSKY

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/6/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shank & Falvey Inc. 126 Columbia Turnpike Ronsselaer, NY 12144	CONTACT NAME:	
	PHONE (A/C, No, Ext): (518) 477-5150	FAX (A/C, No): (518) 477-5157
INSURED  Ostroff Associates Inc 160 State Street Suite 301 Albany, NY 12207	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Sterling Insurance Company	NAIC # 15210
	INSURER B: Travelers Indemnity Co. of CT	25682
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO SECT <input type="checkbox"/> LOC OTHER:		SM11004313	12/1/2019	12/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		SM11004313	12/1/2019	12/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	UB 6J168947	10/21/2019	10/21/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Charles T. Shank</i>

**CORPORATION STATEMENT**

IF A CORPORATION, answer the following:

1. When incorporated?

January 6, 1995

2. Where incorporated?

New York

3. Is the corporation authorized to do business in New York?

  X   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        X   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	%
<u>Richard OSTROFF</u>	<u>40 EAST Ridge Rd.</u> <u>Loudonville, NY 12211</u>	<u>President</u>	<u>100</u>

**CERTIFICATE OF AMENDMENT**  
**OF**  
**THE CERTIFICATE OF INCORPORATION**  
**OF**  
**OSTROFF, HIFFA & ASSOCIATES, INC.**

**Under Section 805 of the Business Corporation Law**

**FIRST:** The name of the corporation is Ostroff, Hiffa & Associates, Inc. (the "Corporation"). The name under which the Corporation was formed was Weinrub & Ostroff Inc.

**SECOND:** The date of filing of the Corporation's certificate of incorporation with the New York State Department of State is: January 6, 1995.

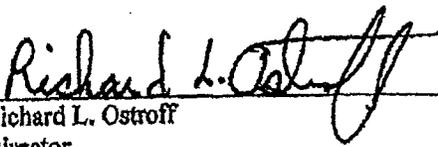
**THIRD:** Paragraph **FIRST** of the Corporation's certificate of incorporation relating to the name of the Corporation is hereby amended to read as follows:

**FIRST:** The name of the Corporation is Ostroff Associates, Inc.

**FOURTH:** The certificate of amendment was authorized by the vote of the board of directors followed by a vote of a majority of all outstanding shares entitled to vote thereon at a meeting of shareholders.

**[Signature Page to Follow]**

IN WITNESS WHEREOF, this certificate of amendment has been subscribed this 20  
day of December, 2013.



Richard L. Ostroff  
Director  
12 Sheridan Avenue  
Albany, New York 12207

***STATE OF NEW YORK***

***DEPARTMENT OF STATE***

I hereby certify that the annexed copy has been compared with the original document in the custody of the Secretary of State and that the same is a true copy of said original.

WITNESS my hand and official seal of the  
Department of State, at the City of Albany, on  
February 6, 2020.

*Brendan C. Hughes*

Brendan C. Hughes  
Executive Deputy Secretary of State



**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 by a Certified Public Accountant or firm of Certified Public Accountants, including the auditor's opinion thereon.

**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 (X)
2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture

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**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 (X)
2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy

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**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 (X)
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 (X) If Yes, please explain

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## WORK FORCE COMPOSITION

Ostroff Associates

518.436.6202

**Name of Firm**

**Phone Number**

150 State St, Suite 301

Albany

New York

12207

**Address**

**City**

**State**

**Zip Code**

Richard L. Ostroff, President and CEO

**Name & Title of Authorized Executive**

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
		M/F	M/F	M/F	M/F	M/F
	Male / Female					
Admin & Manager	5	3/2				
Professional	9	4/5				
Technical	4	0/2		1/0	1/0	
Sales Workers						
Office Workers	3	0/3				
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal Temporary						
Part Time						
<b>TOTAL</b>	21					

**\*Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

**Remarks:** \_\_\_\_\_

### CONSULTANT' CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof.

Name & Title of Signer: Richard L. Ostroff, President and CEO

Signature: \_\_\_\_\_

*Richard Ostroff*

Date: August 20, 2020

**Contract # S-20-1060**

**Government Relations & Lobbying Services**

Evaluation Committee:

Phil Calderone

Matt Cannon

Christine Quinn

8/24/20

Five (5) submittals were received. One (1) was a “no offer”.

Committee Discussed proposals and provided evaluation scoring for each submittal.

Evaluation Summary: (Highest Possible Score is 300)

Shenker Russo & Clark	268
Mercury, LLC	269
Ostroff Associates	294
Bruce W. Geiger & Assoc.	240
Excelsior Advisors:	No Offer

**AGENDA ITEM NO. 10.3**

**Issue Purchase Order for Purchase of  
Materials at Fixed Cost Option**

AGENDA ITEM NO: 10.3  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
09/14/2020

**DEPARTMENT:** *Finance Department*

Contact Person: *Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

*Issue Purchase Order for Purchase of Materials at Fixed Cost Option*

**CONTRACT AMOUNT:**

Total Contract Amount: *\$694,500 (estimated usage)*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes  No  NA   
Funding Account Number: 51109.60.0000 / 51111.60.0000

**JUSTIFICATION:**

*Request is made to approve the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. Type I and Type IV glycol is used in two ways: 1) for resale to the commercial airlines for their own use and 2) for use in deicing services performed by Million Air for commercial airlines that do not deice their own aircraft and other general aviation customers. The resale of glycol to airlines that do their own deicing is at cost plus 30 cents per gallon flowage fee and a \$2.30/gallon glycol recovery fee. Deicing services performed by Million Air are priced at cost plus \$5.50 a gallon and a \$2.30/gallon Airport glycol recovery fee to the airlines which covers the cost of owning and operating the deicing equipment and staff required to perform the deicing service. The glycol recovery fee covers part of the cost of treating glycol contaminated water collected from the runoff.*

*Competitive price quotes were received from three vendors who supply Type I and Type IV glycol. Ascent Aviation Group, Inc. provided the only fixed price for the 2020-2021 season, ending May 31, 2021. Ascent Aviation Group, Inc. has provided the current product and will require no change in product.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES  N/A

*A standard purchase order will be issued.*

AGENDA ITEM NO: 10.3  
MEETING DATE: September 14, 2020

**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 quote summary, quote form issued with response from Ascent Aviation.*

Albany County Airport Authority  
 Quote 20-0812 8/12/20  
 Quote Results for Winter Season 2020-2021

	Est Usage	Current Product/Pricing	Ascent Aviation		Clariant	
			Year 1	Year 2	Year 1	Year 2
Type I	100,000	\$ 6.09	\$ 5.59	\$ 6.19	\$ 5.05	N/A
Type I Product		UCAR PG Conc ADF	UCAR PG Conc ADF		Safewing MP I LFD 88	
Type IV	25,000	\$ 5.69	\$ 5.42	\$ 6.02	\$ 4.50	N/A
Type IV Product		UCAR Flighguard AD-49	UCAR Flightguard AD-49		Safewing MP IV Launch	
Total Est. Annual Cost			\$ 694,500	\$ 769,500	\$ 617,500	N/A
Delivery Time			24 - 48 Hours		24 - 48 Hours	
Exceptions			<p style="color: red; text-align: center;">Prices one are only valid through August 31, 2020.</p> <p style="text-align: center;">Price above is the base price which will be adjusted monthly by fluctuations in the propylene market.</p>			

**AGENDA ITEM NO. 10.4**

**Authorization to Award Construction  
Contract 1053-FP MDF Room Fire  
Protection System to Condor Fire Sprinkler**

AGENDA ITEM NO: 10.4  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
09/14/2020

**DEPARTMENT:** *Planning and Engineering*

Contact Person: *John LaClair, P.E., Chief Engineer*

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract 1053-FP MDF Room Fire Protection System to Condor Fire Sprinkler*

**CONTRACT AMOUNT:**

Base Amount: *\$112,700.00*

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

Apprenticeship ✓ DBE N/A MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 0% State 0% Airport 100%  
Term of Funding: 2019-2021  
Grant No.: N/A State Pin: N/A

**JUSTIFICATION:**

*Request to award Contract No. 1053-FP for MDF (Main Distribution Frame) Room Fire Protection System to the qualified low bidder Condor Fire Sprinkler of Schenectady, New York for \$112,700.00. The contract scope includes removal of the existing water sprinkler system and the installation of a chemical fire suppression system that is designed not to cause damage to the electronic equipment housed in that room.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.4  
MEETING DATE: September 14, 2020

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES  NA**

**BACK-UP MATERIAL:**

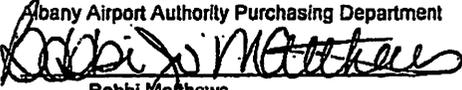
*Please refer to the attached Contract No. 1053-FP Bid Table, Bid Offering and Apprenticeship Certification*

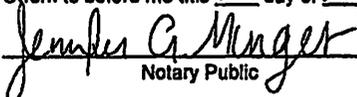
**CONTRACT #1053-FP**  
**MDF (Main Distribution Frame) Room Fire Protection System**

Company Name	Sanders Fire & Safety	DiGesare Mechanical **	Schenectady Hardware & Electric	Johnson Controls
Addendum #1	X	X	X	
Lump Sum Bid	\$99,000.00	\$112,700.00	\$169,980.00	Non-Responsive
Bid Bond	5%	5%	5%	
Board of Directors	X	X	X	
Non-Collusion	X	X	X	
Qualification Questionnaire	X	X	X	
Acknowledgment	X	X	X	

\*\* Condor Fire Sprinkler LLC is owned and operated by DiGesare Mechanical, Inc. All Bonds & Insurances for this project will come directly from Condor Fire Sprinkler. Condor Fire Sprinkler LLC is a member of the DiGeware Group that designs and install Fire Sprinkler Systems.

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 12<sup>th</sup> day of August 2020  
  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. 1053-FP for MDF (Main Distribution Frame) Room Fire Protection System at Albany International Airport**. This project includes installation of a dry fire protection system. Bid DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on **July 14, 2020**, from Bid Net Direct by visiting [www.bidnetdirect.com/albany-county-airport-authority](http://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 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 **July 28, 2020 at 10:00 A.M.** in the Albany County Airport Authority Conference Room, located in the Administration Building, Second Floor at Albany International Airport. All interested parties **MUST** pre-register for this meeting by emailing the Airport Purchasing Agent at [bmatthews@albanyairport.com](mailto:bmatthews@albanyairport.com) or call 518-242-2213. In order to comply with social distancing, the Authority may schedule a second pre-bid meeting. Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, ADMINISTRATION BUILDING, ROOM 204, SECOND FLOOR, ALBANY, NEW YORK 12211 at **2:00 P.M. (EST) August 11, 2020**, shall be considered. Bids shall be opened and read at such time. Bidders may listen via telephonic mean. Instructions will be distributed to bidders. This opening will be recorded and available upon request to the Airport Authority Purchasing Department. MWBE/SDVOB RESPONSES ARE ENCOURAGED.



# UA Sprinkler Fitters Local 669 Joint Apprenticeship and Training Committee

7050 OAKLAND MILLS ROAD • SUITE 100 • COLUMBIA, MARYLAND 21046  
Telephone: (410) 312-5202 • Toll Free: (800) 638-0592 • Fax: (410) 309-1609

Charles W. Ketner  
Director of Training

August 19, 2020

Re: Condor Fire Sprinkler Co. LLC.

To Whom It May Concern:

Local 669 JATC verifies that Condor Fire Sprinkler Co. LLC is a contractor in good standing with respect to its Apprenticeship Standards.

This letter is also verification that Condor Fire Sprinkler Co. LLC is an approved contractor with the U.S. Department of Labor.

Thank you,

Charles W. Ketner  
Director of Training

cc: Contractor File  
CWK/saw

## **AGENDA ITEM NO. 10.5**

**Concessions Contract: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG)**

AGENDA ITEM NO: 10.5  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
09/14/2020

**DEPARTMENT:**

Contact Person: *Ray Casey/Helen Chadderdon*

**PURPOSE OF REQUEST:**

Concessions Contract: HMS Host (Contract No. 566-CON-FB), OHM (Contract No. 910-CON-FB), Paradies (Contract No. 822-CON-RNG)

**FISCAL IMPACT - FUNDING** (Dollars or Percentages)

Federal 0%    State 0%    Airport 100%  
Funding Source: Airport Operating Budget  
Grant No.: \_\_\_ NA \_\_\_; STATE PIN: \_\_\_NA\_\_\_

**JUSTIFICATION:**

*Authorization is requested to modify existing concession contracts identified above by offering temporary fifty (50%) Minimum Annual Guaranty relief from April 1, 2020 through December 31, 2020. Additionally, authorization of the Board is requested to allow for maximum five (5) year contract extensions to be negotiated by ACAA staff.*

*The severe impact of the COVID-19 pandemic on airport passenger activity since mid-March 2020 has been well documented and is expected to continue at least until effective vaccines are developed and distributed.*

*The named concession vendors (all previously selected by competitive procurements) have been significantly negatively impacted by the great reduction in air travel through our airport. As a result, in many cases the required monthly MAG payments have exceeded the actual sales of the vendors or have become an unsustainable additional business cost after labor and cost of goods are factored into the business model.*

*To provide interim relief to these concessionaires in an equitable fashion, we propose to waive 50% of the MAG from April 1 through December 31, 2020. Such relief would be provided by contract amendment with each of the three concession vendors.*

*In addition, we seek Board approval to negotiate possible contract extensions of up to five years with these vendors to allow opportunities for recovery of lost sales and to ensure continuation of vendor services during these uncertain times.*

*Lastly, during December 2020, it is the Authority's intent to review the continuing impact of airport travel on these existing concession contracts.*

AGENDA ITEM NO: 10.5  
MEETING DATE: September 14, 2020

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

*Concession Sales and MAG Abatement chart dated September 9, 2020.*

## CONCESSION SALES & MAG ABATEMENT

### SALES

	<u>HMS Host</u>	<u>OHM</u>	<u>Paradies</u>
Jan.	\$ 484,111	\$ 300,526	\$ 281,209
Feb.	512,619	308,053	295,401
Mar.	268,352	171,306	167,185
Apr.	17,446	2,177	19,756
May	19,777	0	68,903
June	31,947	26,812	142,836
July	57,970	73,169	131,220
Aug.	59,826	67,108	119,827

### MAG (Minimum Annual Guarantee)

100%	\$57,500/mo	\$32,136/mo	\$55,583/mo
50%	28,750/mo	16,068/mo	27,791/mo

September 9, 2020

## **AGENDA ITEM NO. 10.6**

**Easement: Grant of a utility easement to the Town of Colonie for relocation of an existing water main.**

AGENDA ITEM NO: 10.6  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
09/14/2020

**DEPARTMENT:**        *Legal Department*

Contact Person:    *Christine C. Quinn, Authority Counsel*

**PURPOSE OF REQUEST:**

Easement:            *Grant of a utility easement to the Town of Colonie for relocation of an existing water main.*

**CONTRACT AMOUNT:**

Base Amount:                                          \$        N/A          

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes\_\_\_ No\_\_\_ NA   J  

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal \_\_\_ State \_\_\_ Airport \_\_\_ NA   J  

**JUSTIFICATION:**

*Authorization is requested to grant an Easement to the Town of Colonie for relocation of an existing water main. The relocation of the water main will allow an additional access gate enabling deliveries and shipments to the Philips Medical facility located at 450 Old Niskayuna Road. The new access gate will connect to the service road on the Philips site and is a priority for their operation and planned expansion. In exchange Philips has agreed to expend up to \$50,000 in costs related to repaving the service road in the easement area. Additionally, they are in the process of removing several trees for line of sight needs of the control tower.*

*Execution of this easement is contingent upon approval of the Albany County Legislature.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES   J**

**BACK-UP MATERIAL:**

1. *Proposed Easement*
2. *Survey*
3. *Google Map with outline of area (approximate)*

**UTILITY EASEMENT  
TO THE TOWN OF COLONIE  
"450 OLD NISKAYUNA ROAD"  
TOWN OF COLONIE, COUNTY OF ALBANY, NY  
AREA = 2,767± SQUARE FEET OF LAND**

THIS INDENTURE made this \_\_\_\_ day of \_\_\_\_\_, 2020, between

**THE COUNTY OF ALBANY,**

party(ies) of the first part, and the

**TOWN OF COLONIE**, a municipal corporation, with its principal place of business at Memorial Town Hall, PO Box 508, Newtonville, NY 12128,

party of the second part.

WITNESSETH that the party of the first part, in consideration of one (\$1.00) dollar to it in hand paid by the party of the second part, the receipt whereof is hereby acknowledged, does hereby grant and release unto the party of the second part, its successors or assigns, a utility easement for the installation, construction and maintenance of municipal utilities including, but not limited to, water lines, sanitary sewer lines, storm sewer lines, drainage basins and related appurtenances to the same in, on, over and through said easement bounded and described in Schedule "A", which is attached hereto and made a part hereof.

THE PARTY of the second part shall restore or cause to be restored the surface of the easement area described herein after any excavation or other disturbance of said surface at any time by the party of the second part, its agents, servants or employees to its condition prior to said excavation or disturbance, to the extent reasonably practicable.

No structures, fencing, pavement, landscaping, or other such improvements shall be placed within said easement without permission of the party of the second part.

BEING a portion of the premises conveyed to the party of the first part by deed dated June 19, 1996 and recorded in the Albany County Clerk's Office on June 21, 1996 in Book 2558 of Deeds at Page 863.

TOGETHER with the appurtenances and all the estate and rights of the party of the first part in and to said premises,

TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, its successors and assigns forever.

AND the party of the first part covenants as follows:

FIRST, That the party of the second part shall quietly enjoy the said premises;

SECOND, That the party of the first part will forever **WARRANT** the title to said premises;

THIRD, That, in Compliance with Sec. 13 of the Lien Law, the grantor will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

**IN WITNESS WHEREOF**, the party of the first part has hereunto set its hand and seal.

By: \_\_\_\_\_

STATE OF NEW YORK)  
COUNTY OF ALBANY ) SS:

On the \_\_\_\_ day of \_\_\_\_\_ in the year 2015, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

**RECORD & RETURN TO:  
COLONIE TOWN ATTORNEY  
MEMORIAL TOWN HALL  
P.O. BOX 508  
NEWTONVILLE, NY 12128**

Schedule "A"  
**UTILITY EASEMENT  
TO THE TOWN OF COLONIE  
"450 OLD NISKAYUNA ROAD"  
TOWN OF COLONIE, COUNTY OF ALBANY, NY  
AREA = 2,767± SQUARE FEET OF LAND**

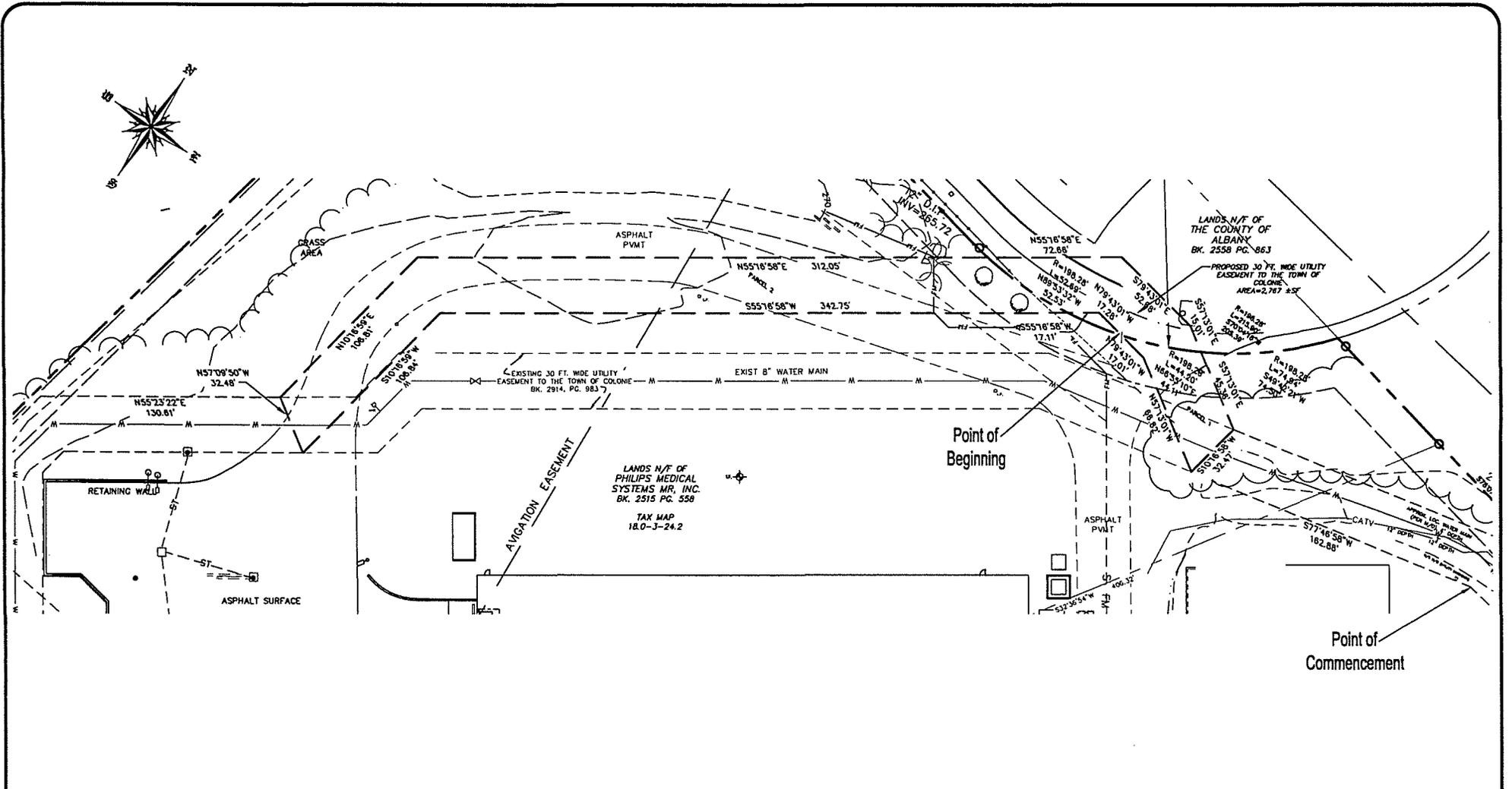
All that piece or parcel of land situate, lying and being located in the Town of Colonie, County of Albany and State of New York and being more particularly bounded and described as follows:

Commencing at an angle point in the existing southerly boundary of a utility easement to the Town of Colonie as recorded in Liber 2914 of deeds at page 983; thence along said existing southerly boundary of a utility easement and through lands now or formerly of Philips Medical Systems MR, Inc. as described in Liber 2515 of deeds at page 558 South 77°-46'-58" West, 162.88 feet to a point; thence continuing through said lands of Philips Medical Systems MR, Inc. North 57°-13'-01" West, 66.82 feet to a point; thence continuing through said lands of Philips Medical Systems MR, Inc. North 79°-43'-01" West, 17.01 feet to a point in the division line between the aforementioned lands of Philips Medical Systems MR, Inc. on the south and The County of Albany as described in Liber 2558 of deeds at page 863 on the north, said point being on an arc of a curve and being the point of beginning; thence from said point of beginning through the said lands of The County of Albany the following two (2) courses and distances:

- 1) North 79°-43'-01" West, 17.28 feet to a point; thence
- 2) South 55°-16'-58" West, 17.11 feet to a point in the aforementioned division line between lands of Philips Medical Systems MR, Inc. and The county of Albany; thence along said division line along an arc of a curve to the right having a radius of 198.28 feet, an arc length of 52.69 feet, chord bearing North 89°-53'-32" West, 52.53 feet to a point therein; thence through the aforementioned lands of The County of Albany the following three (3) courses and distances:
  - 1) North 55°-16'-58" East, 72.66 feet to a point; thence
  - 2) South 79°-43'-01" East, 52.68 feet to a point; thence
  - 3) South 57°-13'-01" East, 15.01 feet to a point in the aforementioned division line between lands of Philips Medical Systems MR, Inc. and The County of Albany; thence along said division line along an arc of a curve to the right having a radius of 198.28 feet, an arc length of 44.20 feet, chord bearing South 66°-55'-10" West, 44.11 feet to the point of beginning and containing 2,767 square feet of land, more or less.

Subject to all rights, easements, covenants and restrictions of record.

Subject to any state of facts an up to date Abstract of Title would disclose.



NO.	REVISION	DATE
1)		

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It is a violation of the Education Law of the State of New York, for any person, unless he is acting under the direction of a Licensed Professional Engineer, to alter this document in any way.

UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209, SUB-DIVISION 2, OF THE NEW YORK STATE EDUCATION LAW.

ONLY COPIES FROM THE ORIGINAL OF THIS SURVEY MARKED WITH AN ORIGINAL OF THE LAND SURVEYOR'S EMBOSSED SEAL SHALL BE CONSIDERED VALID TRUE COPIES.

ROBERT D. DAVIS, JR., P.L.S.

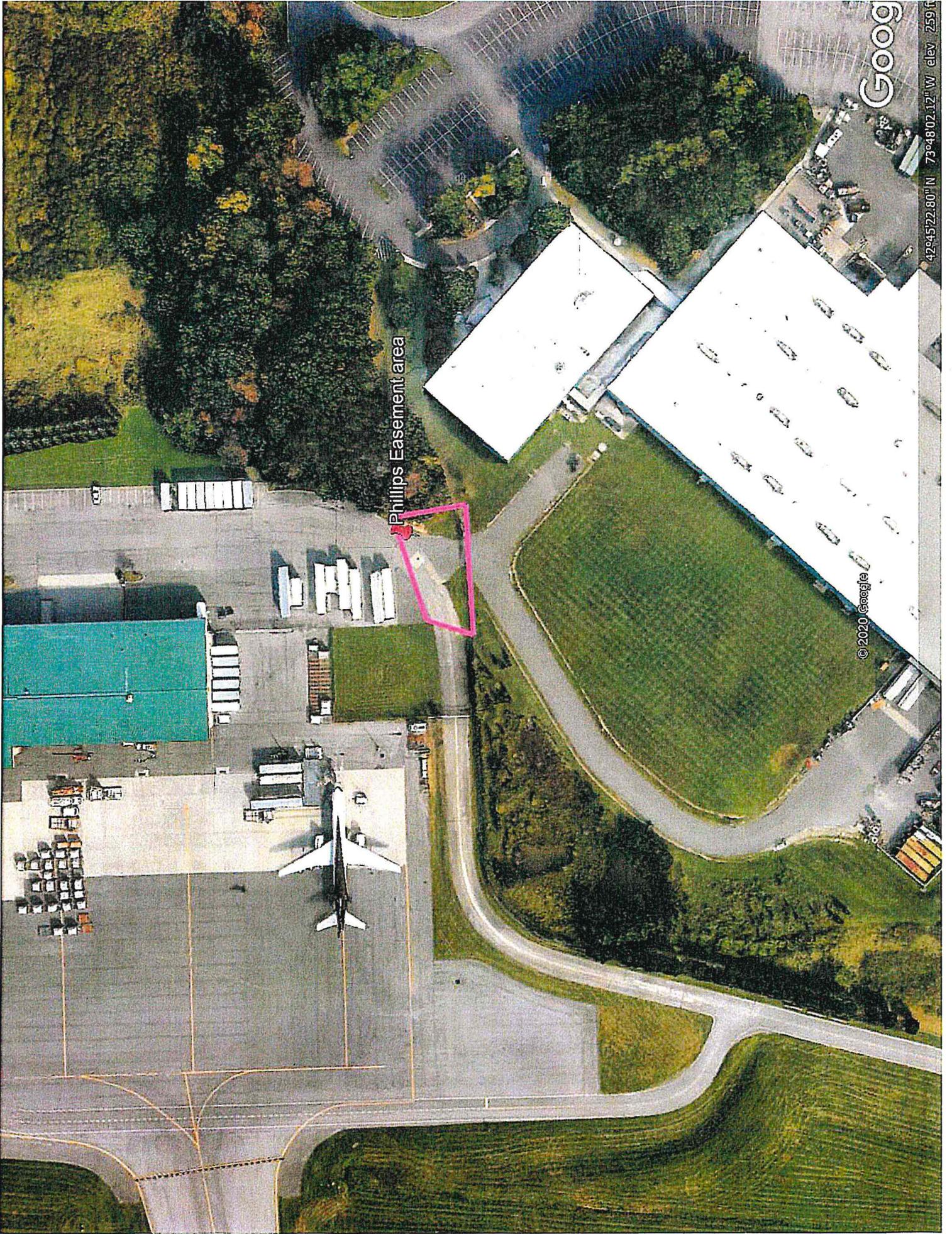
Design of:  
**ADVANCE ENGINEERING & SURVEYING, PLLC**  
 CONSULTING IN -  
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 LAND SURVEYING & DEVELOPMENT  
 COMMERCIAL AND RESIDENTIAL

11 HERBERT DRIVE, LATHAM, N.Y. 12110  
 PHONE: (518) 573-9961 E-MAIL: Robert.Davis.Jr@outlook.com

**PROPOSED 30 FT. WIDE UTILITY EASEMENT**  
 TO  
**TOWN OF COLONIE**

450 OLD NISKAYUNA ROAD TOWN OF COLONIE  
 COUNTY OF ALBANY NEW YORK

SCALE: 1" = 50' DATE: JULY 24, 2020  
 SHEET 1 OF 1 16047-PH2 ADD4



Phillips Easement area

Goog

© 2020 Google

42°45'22.80" N 73°48'02.12" W elev 259 ft

**AGENDA ITEM NO. 11**

**Authorization of Change Orders**

**AGENDA ITEM NO. 11.1**

**Change Order #1: Authorization to award  
Change Order #1 to Contract # 991-P  
Terminal Amenities Toilet Room  
Renovations to VMJR Companies.**

AGENDA ITEM NO: 11.1  
MEETING DATE: September 14, 2020

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
Contingent on  
Authority Counsel's  
Review of Contract  
09/14/2020

**DEPARTMENT:**

Contact Person: *John LaClair, P.E. Airport Engineer*

**PURPOSE OF REQUEST:**

Change Order #1: *Authorization to award Change Order #1 to Contract No. - 991-P Terminal Amenities Toilet Room Renovations to VMJR Companies.*

**CONTRACT AMOUNT:**

Base Amount: \$ 2,620,000.00  
Change Order #1: \$ 230,000.00\*  
Total: \$ 2,850,000.00

*\*Pending approval at this meeting.*

**BUDGET INFORMATION:**

Federal Airport Improvement Program  
Anticipated in Current ALB Capital Plan: Yes  No  NA  
Funding Account No.: CPN 2250

**FISCAL IMPACT – FUNDING**

Federal 0% State 33.9% Airport 29.6 % PFC 36.5%  
Term of Funding: 2018-2020  
Grant No.: N/A State PIN: 1A00.97

**JUSTIFICATION:**

*Request for authorization of Change Order #1 for Contract 991-P for Terminal Amenities Toilet Room Renovations, to VMJR Companies of Glens Falls, N.Y. in the amount of \$230,000.00 for unforeseen conditions encountered by the contractor during construction. The additional work items include repairs to damaged walls, replacement of worn out or broken plumbing fixtures, addition of motion sensors, repairs to the subflooring to allow for new floor installation. Additionally, there are credits included for delays and back charges for existing equipment damaged by contractor during their work activities.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 11.1  
MEETING DATE: September 14, 2020

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES  NA**

**BACK-UP MATERIAL:**

*Please refer to attached Change Order backup information compiled by Turner Construction.*

# AIA Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT</b> (Name and address): Albany County Airport Authority Terminal Amenities: Concourse Renovations 737 Albany Shaker Road Albany, New York 12211	<b>CHANGE ORDER NUMBER:</b> 001 <b>INITIATION DATE:</b> 07/27/20	<b>OWNER:</b> <input type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address): VMJR Companies PO Box 578 Glens Falls, New York 12801	<b>PROJECT NUMBERS:</b> / 991-P <b>CONTRACT DATE:</b> 02/27/2019 <b>CONTRACT FOR:</b> Concourse Renovations	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

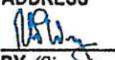
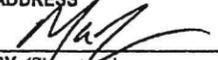
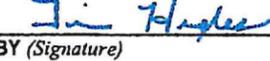
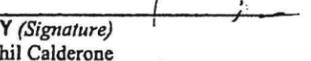
- NOC-001 thru NOC-064 \*\*see attached list for change order summary\*\* [Add \$284,451.00]
- Credits + ACAA Backcharges \*\*see attached list for change order summary\*\* [Deduct \$19,826.00]
- Negotiated Change Orders \*\*see attached list for change order summary\*\* [Deduct \$34,625.00]

The original Contract Sum was	\$	2,620,000.00
Net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	2,620,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	230,000.00
The new Contract Sum including this Change Order will be	\$	2,850,000.00

The Contract Time will be increased by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is December 31, 2020.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

<u>Turner Construction Company</u> <b>CONSTRUCTION MANAGER</b> (Firm name) 1 Computer Drive South Albany, New York 12205 <b>ADDRESS</b>  <b>BY</b> (Signature) Robert Wagner (Typed name)	<u>C+S Companies</u> <b>ARCHITECT</b> (Firm name) 499 Col. Eileen Collins Blvd. Syracuse, New York 13212 <b>ADDRESS</b>  <b>BY</b> (Signature) Mike LaMontagne, AIA (Typed name)
<u>VMJR Companies</u> <b>CONTRACTOR</b> (Firm name) PO Box 578 Glens Falls, New York 12801 <b>ADDRESS</b>  <b>BY</b> (Signature) Tim Hughes (Typed name)	<u>Albany County Airport Authority</u> <b>OWNER</b> (Firm name) 737 Albany Shaker Road Albany, New York 12211 <b>ADDRESS</b>  <b>BY</b> (Signature) Phil Calderone (Typed name)
<b>DATE:</b> 07/30/20	<b>DATE:</b> July 31, 2020

991-P	VMJR Companies (991-P)	137	\$ 2,620,000.00	\$-	\$-	\$-	\$-	\$ 230,000.00	\$-	\$ 2,850,000.00
	void Tariffs on Light Fixtures			\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-01	RFI-19 Delete Mop Sink In ULA Wing Bathroom	0		\$-	\$-	\$-	\$-	\$ (430.00)	\$-	\$-
NOC-02	RFI-22 Replace damaged Toilet Fixtures	4		\$-	\$-	\$-	\$-	\$ 1,294.00	\$-	\$-
NOC-03	RFI-23 Spud Gaskets	5		\$-	\$-	\$-	\$-	\$ 3,649.00	\$-	\$-
NOC-04	RFI-26 Add Isolation Valves at Existing 120 Gallon Hot Water Tanks	5		\$-	\$-	\$-	\$-	\$ 2,473.00	\$-	\$-
NOC-05	RFI-29 F/I Exposed Flushometers	5		\$-	\$-	\$-	\$-	\$ 1,430.00	\$-	\$-
NOC-06a	RFI-25 Insufficient Wall Support in Bathrooms at Sinks Room 205/206	5		\$-	\$-	\$-	\$-	\$ 11,570.00	\$-	\$-
NOC-06b	RFI-25 Insufficient Wall Support in Bathrooms at Sinks Room 222/223	5		\$-	\$-	\$-	\$-	\$ 13,263.00	\$-	\$-
NOC-06c	RFI-25 Insufficient Wall Support in Bathrooms at Sinks Room 207/208	5		\$-	\$-	\$-	\$-	\$ 16,023.00	\$-	\$-
NOC-06c	RFI-25 Insufficient Wall Support in Bathrooms at Sinks Room 138/139	5		\$-	\$-	\$-	\$-	\$ 13,724.00	\$-	\$-
NOC-07	RFI-65 F/I Lighted Mirrors in 115, 116, 170 and 171	5		\$-	\$-	\$-	\$-	\$ 13,415.00	\$-	\$-
NOC-08	RFI-36 F/I Pan + Drain for 40 gallon water heater	1		\$-	\$-	\$-	\$-	\$ 858.00	\$-	\$-
NOC-09	RFI-42 Bathroom 139 - F/I 2' of Type MA-3 wall	0		\$-	\$-	\$-	\$-	\$ 1,059.00	\$-	\$-
NOC-10	RFI-69 Credit for Existing Mop Basin (remove and replace)	0		\$-	\$-	\$-	\$-	\$ (388.00)	\$-	\$-
NOC-11	RFI-53 Door A-1-1 and A-1-10 - Existing Frame to Remain - Credit	1		\$-	\$-	\$-	\$-	\$ (688.00)	\$-	\$-
NOC-12	RFI-55 Door A-1-4 - Existing Frame to Remain - Credit 432we456	1		\$-	\$-	\$-	\$-	\$ 376.00	\$-	\$-
NOC-13	RFI-54 Door B-2-6 - Existing Frame to Remain - Credit	2		\$-	\$-	\$-	\$-	\$ 3,809.00	\$-	\$-
NOC-14	RFI-56 Door A-1-3 - Existing Frame to Remain - Credit	1		\$-	\$-	\$-	\$-	\$ 1,052.00	\$-	\$-
NOC-15	RFI-50 Door Leading Into Electrical Room 21	1		\$-	\$-	\$-	\$-	\$ 1,098.00	\$-	\$-
NOC-16	RFI-40 Clarification on Aluminum Column 2nd Floor Bldg 79 Bathroom	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-17	RFI-58 Door B-1-4 - Existing Frame to Remain - Credit	1		\$-	\$-	\$-	\$-	\$ 1,027.00	\$-	\$-
NOC-18	RFI-46 Family Restroom 206A-Recessed Paper Towel Holder Restriction	0		\$-	\$-	\$-	\$-	\$ 2,759.00	\$-	\$-
NOC-19	RFI-60 Door A-2-6 Change Door from 2'-10" to 3'-00" x 7'-0"	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-20	RFI-57 Door B-1-4 - Existing Frame to Remain - Credit	1		\$-	\$-	\$-	\$-	\$ 313.00	\$-	\$-
NOC-21	Temporary Partitions until specified units arrive	0		\$-	\$-	\$-	\$-	\$ 27,886.00	\$-	\$-
NOC-21	79 Bldg & Area A Plumbing Rev.	1		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-23	991-18-P-002 Doors A-1-3 and A-1-4 Door Closures	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-24	Room 207 F/I Semi Recessed changing stations	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-25	RFI-65 F/I Lighted Mirrors in 115, 116, 170 and 171	0	same as NOC 07	\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-26	RFI-70 Staining of Doors	0	no cost clarification	\$-	\$-	\$-	\$-	\$ 1,638.00	\$-	\$-
NOC-27	RFI-87 Lights in Baggage Claim Area	10		\$-	\$-	\$-	\$-	\$ 23,639.00	\$-	\$-
NOC-28	RFI-88 Power for Family Room 206-A Faucet	1		\$-	\$-	\$-	\$-	\$ 5,106.00	\$-	\$-
NOC-29	RFI-89 Bathroom 205 + 206 Change Duplex to Quad Outlets	1		\$-	\$-	\$-	\$-	\$ 2,339.00	\$-	\$-
NOC-30	RFI-92 Family Room 206A Lighted Mirror	5		\$-	\$-	\$-	\$-	\$ 1,299.00	\$-	\$-
NOC-31	RFI-27 Alternate product for bathroom faucets (spec do not meet buy america clause)	0		\$-	\$-	\$-	\$-	\$ 2,046.00	\$-	\$-
NOC-32	Water Closet Flush Valves	14		\$-	\$-	\$-	\$-	\$ 13,387.00	\$-	\$-
NOC-33	30 Gal. Hot Water Tank Install	0		\$-	\$-	\$-	\$-	\$ (954.00)	\$-	\$-
NOC-34	Concourse Bathroom 222 Water Fountain	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-35	Warm Air Dryers	5		\$-	\$-	\$-	\$-	\$ 29,460.00	\$-	\$-
NOC-36	Porcelain Tile Base	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-37	Bldg. 79 2nd Floor Ceilings	5		\$-	\$-	\$-	\$-	\$ 21,004.00	\$-	\$-
NOC-38	Ceiling Grid Change at Baggage Claim	3		\$-	\$-	\$-	\$-	\$ 9,602.00	\$-	\$-
VOID	NOC-39 Dimmer Switches all bathrooms	5		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-40	Men's Bathroom 207 Conflict	0		\$-	\$-	\$-	\$-	\$ 986.00	\$-	\$-
NOC-41	Broken Water Closet - Level 1 Area B	0		\$-	\$-	\$-	\$-	\$ 1,194.00	\$-	\$-
NOC-42	Floor Drain Extension	0		\$-	\$-	\$-	\$-	\$ 1,747.00	\$-	\$-
NOC-43	Spud & Drain Gaskets	0		\$-	\$-	\$-	\$-	\$ 2,196.00	\$-	\$-
NOC-44	Retrouting Drain Piping	7		\$-	\$-	\$-	\$-	\$ 3,214.00	\$-	\$-
NOC-45	Wall changes for sink supports	3		\$-	\$-	\$-	\$-	\$ 4,555.00	\$-	\$-
NOC-46	Baggage Claim Dimming Switches for lighting	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-47	Spud & Drain Gaskets	3		\$-	\$-	\$-	\$-	\$ 2,293.00	\$-	\$-
NOC-48	Pet Relief Area	5		\$-	\$-	\$-	\$-	\$ 8,534.00	\$-	\$-
NOC-49	Gas Line in Cavity Wall	0		\$-	\$-	\$-	\$-	\$ 4,686.00	\$-	\$-
NOC-50	No Strip Lights for Mirror	2		\$-	\$-	\$-	\$-	\$ 2,598.00	\$-	\$-
NOC-51	Bathrooms 222-223 Ceiling	5		\$-	\$-	\$-	\$-	\$ 7,591.00	\$-	\$-
NOC-52	Clarification of Baby Changing Top in Room 208	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-53	Spud Gaskets Bathrooms 222 & 223	1		\$-	\$-	\$-	\$-	\$ 2,293.00	\$-	\$-
NOC-54	Hallway tile to Existing Wood Floor - Bldg 79 Bathrooms 207-208	1		\$-	\$-	\$-	\$-	\$ 789.00	\$-	\$-
NOC-55	Additional Mop Basin Closet work Bathroom 139	3		\$-	\$-	\$-	\$-	\$ 2,474.00	\$-	\$-
NOC-56	Bathrooms 207-208	2		\$-	\$-	\$-	\$-	\$ 2,212.00	\$-	\$-
NOC-57	House Faucet Locations	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-58	Bathrooms 207-208 Hallways - Glue on Wall from Rug Removal	1		\$-	\$-	\$-	\$-	\$ 3,648.00	\$-	\$-
NOC-59	Broken Floor Drains Bldg 79 2nd Floor	2		\$-	\$-	\$-	\$-	\$ 2,121.00	\$-	\$-
NOC-60	Bathroom 218A - Add'l Toilets, Bowed Wall & Baby Changing Table	2		\$-	\$-	\$-	\$-	\$ 2,143.00	\$-	\$-
NOC-61	Existing Metal Studs - Bathroom 208	2		\$-	\$-	\$-	\$-	\$ 2,155.00	\$-	\$-
NOC-62	Door Issue A-2-7 (Silks Door)	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-63	Stop Work Order (COVID-19)	0		\$-	\$-	\$-	\$-	\$-	\$-	\$-
NOC-64	Door B-1-4 Changes	0		\$-	\$-	\$-	\$-	\$ 7,874.00	\$-	\$-
	Credit Install for Door Latch A-2-1			\$-	\$-	\$-	\$-	\$ (500.00)	\$-	\$-
	Credit Removing & Reinstalling Phone Booths - C Concourse Bathrooms			\$-	\$-	\$-	\$-	\$ (1,000.00)	\$-	\$-
	Credit Removing & Reinstalling Casework - A Concourse Bathrooms			\$-	\$-	\$-	\$-	\$ (250.00)	\$-	\$-
	Credit Furnishing & Installing Door Edge Protection			\$-	\$-	\$-	\$-	\$ (2,500.00)	\$-	\$-
	ACAA Back Charges			\$-	\$-	\$-	\$-	\$ (6,576.00)	\$-	\$-
	Estimated revised Proposals 07.35, 50			\$-	\$-	\$-	\$-	\$ (9,000.00)	\$-	\$-
	Negotiated Change Orders			\$-	\$-	\$-	\$-	\$ (34,625.00)	\$-	\$-



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

July 6, 2020  
VMJR Companies  
Mr. Tim Hughes  
73 Mohican Street  
Glens Falls, New York 12801

Attention: Mr. Tim Hughes

Reference: Contract 991-P Change Orders + Liquidated Damages

Dear Tim:

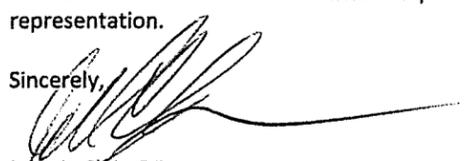
My apologies for the delayed response to your June 18<sup>th</sup> letter regarding Contract 991-P and our decision to reject VMJR's settlement offer of \$250,000.00 to resolve all open change order and liquidated damages. Based on the information provided by VMJR, the Authority feels the original offer of \$230,000.00 is more than fair to resolve the open change orders and potential liquidated damages. As discussed during our January 2020 meeting, the Authority has no hesitation to pursue litigation on this matter if VMJR wishes to do so.

On June 15<sup>th</sup>, Turner Construction reached out to Don Allen and suggested all parties (Don, Tim, Jon and Rob) meet to review the open change orders for Contracts 991-P and 991-GC and resolve this in an amicable way. This request was responded to with VMJR's June 18<sup>th</sup> letter from your legal counsel, Hinckley, Allen & Synder, LLP. To complicate the issue, Turner has requested additional information on Contract 991-GC's open change orders and has received little to no reply to bring to resolution.

In response to the contract work not performed and VMJR's request for a scope of work please refer to Eric Riehl's email dated May 4<sup>th</sup> requesting credits for work not performed for both Contracts 991-P and 991-GC

Please let me know if VMJR wishes to pursue legal action or if you prefer to resolve these items without legal representation.

Sincerely,



John LaClair, PE  
Chief Engineer

CC: Phil Calderone, CEO ACAA  
Chris Quinn, ACAA Legal Counsel  
John O'Donnell, Consultant  
Robert Wagner, Project Manager - Turner Construction  
Mike LaMontagne, AIA C+S  
Don Allen, Project Manager - VMJR Companies

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## VMJR Credits

### Riehl, Eric - (NYN)

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**From:** Riehl, Eric - (NYN)  
**Sent:** Monday, May 4, 2020 3:28 PM  
**To:** Don Allen  
**Cc:** Dean L. Harrington; Timothy Hughes; Wagner, Robert C - (NYN); John LaClair  
**Subject:** 991-P & GC - Items for Credits

Don,

There are multiple credits owed from VMJR for various items. See the list below:

#### Credits for 991-P:

- Installing the door latch guard for door A-2-1
  - o Latch guard was to be turned over to owner
- Removing and reinstalling phone booths by C Concourse Bathroom
  - o ACAA removed these phone booths and they were not reinstalled
- Removing and Reinstalling Casework by A Concourse Bathrooms
  - o ACAA removed and reinstalled casework
- Door Edge Protection
  - o This was removed in the submittal process due to the door edge protection and door frame protection coordination

#### Credits for 991-GC:

- Open Ceiling Area (Post-TSA) that was removed (refer to RFI 154)
- Installing the Type H lights in the TSA area (refer to RFI 186)
- Removing existing lights in TSA area (refer to RFI 186)
- Removing and reinstalling the column covers to complete flooring work
  - o All column covers were left in place and flooring was run to column covers
- Reinstalling the furniture in Pre-TSA
  - o VMJR removed the furniture per contract and turned over to ACAA
- Removing and reinstalling the wavy wall stainless cap to install the wall covering
  - o Wall covering was installed without removing any of the stainless

Please provide a credit for each of the items above.

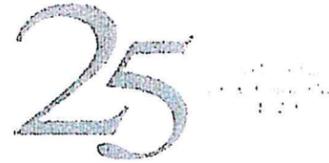
Thank you

***Eric Riehl***

Assistant Engineer

Turner Construction Company | 1 Computer Drive South | Albany, NY 12205

main office: 518.432-0277 | mobile: 518.390.2623



June 18, 2020

John LeClair, P.E.  
Chief Engineer  
Albany County Airport Authority  
Albany International Airport  
Administration Building  
Suite 200  
Albany, New York 12211-1057

REC'D JUNE 18<sup>TH</sup> 4:49 PM FROM ANDREW WEEGEN VIA E-MAIL

Re: Terminal Amenities – Toilet Room Renovations and Misc. Upgrades  
Contract No. 991-P  
Response to June 8, 2020 Letter

Dear John:

We are writing in response to your June 8, 2020 letter and pursuant to Articles 16.2 and 17.2 regarding VMJR's claims for a change in the Contract Price and Contract Time on the above-referenced project. Your recitation of the project close-out negotiations that bring us to this point is generally accurate. VMJR offered to resolve all open change order proposals for \$250,000.00 and a waiver of liquidated damages. The Authority offered to resolve all open change order proposals for \$230,000.00 and a waiver of liquidated damages. Thus, we were only \$20,000.00 apart and well within the range of a prompt resolution.

Your June 8, 2020 letter is a huge step backwards with the Authority indicating its intent to assess \$160,000 in liquidated damages and pay no more than \$104,625.00 on the open change order proposals. No explanation for this reversal is given. We are not sure whether this is a negotiation tactic or a signal that the Authority would rather have the dispute resolved in a judicial action, which would be absurd given how close we were to a global resolution and the substantial costs and expenses of litigation that can, and should, be avoided. This is no way to end a construction project.

With regard to the specific claims made in your letter, we offer the following response:

1. \$9,000.00 Estimated Deduct for Work Not Completed in CORs 07, 35 & 50

VMJR Response:

VMJR will accept this deduction.

73 Mohican Street P.O. Box 578 Glens Falls, NY 12801  
(518) 792-1128 (888) 246-VMJR Fax: (518) 792-1382 info@vmjrcompanies.com  
www.vmjrcompanies.com

2. \$6,576.00 Deduct for Costs Incurred by the Authority for VMJR Damages

VMJR Response:

\$416.25 of the proposed \$6,576.00 deduction was for reinstalling the security lock on door A-1-4. VMJR's scope of work was to remove and replace the door, hardware, and closer. VMJR provided all the specified door hardware per Contract Documents. VMJR did not include any security hardware installation as none was specified. This work was an extra under the Contract. \$4,387.50 of the proposed deduction is for work associated with shutting down and draining the sprinkler system by Johnson Controls, a separate vendor hired by the Authority. The Contract specifications do not require VMJR to reimburse the Authority only to notify them, which VMJR did.

Nevertheless, in the interests of settlement, VMJR is willing to split the proposed deduction (\$2,193.75) as its sprinkler subcontractor would have had to isolate and drain the line to perform the reconfiguration as part of its work. The problem is JCI would not allow our subcontractor to work on its system. VMJR also accept the proposed \$1,090.00 deduction for cleanup of the baggage area due to sprinkler head damage during construction and \$682.20 for the mag locks that were lost.

3. \$4,250.00 Deduct for Contract Work Not Performed *REFER TO EMAIL FROM ERIC TO DON ON MAY 4TH @ 3:28PM*

VMJR Response:

If this is punch list work, please provide the list and it shall be completed. If this is deleted contact work, please provide a scope and RFP so we can properly process the deduction in accordance with the Contract.

4. \$160,000.00 Deduct for Liquidated Damages

VMJR Response: Any reasonable and objective schedule analysis will show that VMJR's schedule was impacted by the sheer number and timing of the many Owner directed changes on the Project, which continued through as late as last week. The Contract does not provide for the assessment of liquidated damages for delays caused by circumstances that are beyond the Contractor's control. The Owner's assessment of liquidated damages is wholly inappropriate and will not withstand scrutiny in court under prevailing law. The plain fact is that if an Owner invokes its contractual right to make changes to increase the scope of work, the Contractor is entitled to more time to complete the added scope. The Owner's recognition of only 35 days of delay in light of the number, scope and timing of change order work on this Project is neither fair nor reasonable. VMJR's schedule analysis and recent update are submitted herewith.

We urge the Authority to reconsider its position and return to the negotiation table to fairly and reasonably close-out the Project. → *RM SPOKE w/ DON ON JUNE 15TH @ 11:00 AM AND SUGGESTED DON, TIM, JOHN + ROB MEET + RESOLVE BIDDING ISSUES / CHANGES TO BOTH CONTRACT 991-P + GC WITH NO RESPONSE FROM VMJR UNTIL JUNE 19TH EMAIL FROM ANDREW.*

73 Mohican Street, P.O. Box 578, Glens Falls, NY 12801  
(518) 792-1128 (888) 246-VMJR Fax: (518) 792-1382 info@vmjrcompanies.com  
www.vmjrcompanies.com



A copy of this letter is being provided to the Engineer/Architect for a formal decision under Article 14.9 of the Contract.

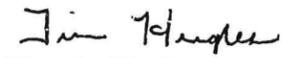
This letter is sent with a full reservation of rights.

Very truly yours,

HINCKLEY ALLEN & SYNDER LLP

James J. Barriere

Thank you,



Timothy Hughes  
Vice President/Construction Services

cc: Victor Macri

Mike LaMontangne  
499 Col. Eileen Collins Blvd.  
Syracuse, NY 13212

**Albany International Airport Bathroom Renovation Schedule Update 06-15-20**

All Activities % Complete

TASK filter: All Activities

06/18/20 15:11

Page 1 of 5 Pages

Activity ID	Activity Name	Original Duration	Actual Duration	Total Float	Early Start	Early Finish	Activity % Complete	2019												2020												2021					
								Qtr 2			Qtr 3			Qtr 4			Qtr 1			Qtr 2			Qtr 3			Qtr 4			Qtr 1			Qtr 2			Qtr 3		
								Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
<b>Albany International Airport Bathroom Renovation Schedule Update 06-15-20</b>																																					
<b>Incentive Dates</b>																																					
991-GC-MILE-1260	NTP (April 10, 2019)	0	0		05/24/19 A	06/13/19 A	100%	◆ NTP (April 10, 2019)																													
991-GC-MILE-1250	Project Completion 991-P Incentive (December 31, 2019)	0	0	-187		07/06/20*	0%													◆ Project Completion 991-P Incentive (December 31, 2019)																	
<b>Construction</b>																																					
<b>Construction Activities</b>																																					
<b>RFIs &amp; Changes</b>																																					
<b>RFIs 14 &amp; 18 - Insufficient Wall Supports</b>																																					
991-P-CON-002280	P&S RFI 14 - Insufficient Wall Supports	1	1		06/13/19 A	06/13/19 A	100%	P&S RFI 14 - Insufficient Wall Supports																													
991-P-CON-002290	R&R RFI 14 - Insufficient Wall Supports	1	1		06/13/19 A	06/13/19 A	100%	R&R RFI 14 - Insufficient Wall Supports																													
991-P-CON-2290	P&S RFI 18 - Insufficient Wall Supports	1	1		06/14/19 A	06/14/19 A	100%	P&S RFI 18 - Insufficient Wall Supports																													
991-P-CON-2300	R&R RFI 18 - Insufficient Wall Supports	6	6		06/14/19 A	06/21/19 A	100%	R&R RFI 18 - Insufficient Wall Supports																													
991-P-CON-2310	Procure Additional Framing Materials - Insufficient Wall Supports	2	3		06/21/19 A	06/25/19 A	100%	■ Procure Additional Framing Materials - Insufficient Wall Supports																													
991-P-CON-2320	Procure Additional MEP Materials - Insufficient Wall Supports	7	6		06/21/19 A	06/28/19 A	100%	■ Procure Additional MEP Materials - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - [Mens 206 + Womens 205]</b>																																					
991-P-CON-2330	Construct New Wall - Bathroom 206 & 205 - Insufficient Wall Supports	2	2		06/24/19 A	06/25/19 A	100%	Construct New Wall - Bathroom 206 & 205 - Insufficient Wall Supports																													
991-P-CON-2350	Electrical Box & Wiring Relocation- Bathroom 206 & 205 - Insufficient Wall Supports	3	3		06/26/19 A	06/28/19 A	100%	■ Electrical Box & Wiring Relocation- Bathroom 206 & 205 - Insufficient Wall Supports																													
991-P-CON-2340	Plumbing Modifications - Bathroom 206 & 205 - Insufficient Wall Supports	4	3		06/29/19 A	07/03/19 A	100%	■ Plumbing Modifications - Bathroom 206 & 205 - Insufficient Wall Supports																													
991-P-CON-2360	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 206 & 205 - Insufficient Wall Supports	3	3		07/01/19 A	07/03/19 A	100%	■ Rebuild Soffits & Electrical Light Rough Ins - Bathroom 206 & 205 - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathroom [Womens 223]</b>																																					
991-P-CON-2370	Construct New Wall - Bathroom 223 - Insufficient Wall Supports	2	1		10/26/19 A	10/28/19 A	100%	Construct New Wall - Bathroom 223 - Insufficient Wall Supports																													
991-P-CON-2390	Plumbing Modifications - Bathroom 223 - Insufficient Wall Supports	4	1		10/27/19 A	10/28/19 A	100%	Plumbing Modifications - Bathroom 223 - Insufficient Wall Supports																													
991-P-CON-2380	Electrical Box & Wiring Relocation- Bathroom 223 - Insufficient Wall Supports	3	2		10/28/19 A	10/29/19 A	100%	Electrical Box & Wiring Relocation- Bathroom 223 - Insufficient Wall Supports																													
991-P-CON-2400	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 223 - Insufficient Wall Supports	4	2		10/29/19 A	10/30/19 A	100%	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 223 - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathroom [Mens 222]</b>																																					
991-P-CON-2410	Construct New Wall - Bathroom 222 - Insufficient Wall Supports	2	2		09/12/19 A	09/13/19 A	100%	Construct New Wall - Bathroom 222 - Insufficient Wall Supports																													
991-P-CON-2440	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 222 - Insufficient Wall Supports	4	3		09/12/19 A	09/16/19 A	100%	■ Rebuild Soffits & Electrical Light Rough Ins - Bathroom 222 - Insufficient Wall Supports																													
991-P-CON-2430	Plumbing Modifications - Bathroom 222 - Insufficient Wall Supports	4	0		09/14/19 A	09/14/19 A	100%	■ Plumbing Modifications - Bathroom 222 - Insufficient Wall Supports																													
991-P-CON-2420	Electrical Box & Wiring Relocation- Bathroom 222 - Insufficient Wall Supports	3	1		09/14/19 A	09/16/19 A	100%	■ Electrical Box & Wiring Relocation- Bathroom 222 - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathroom [Mens 170 + Womens 171]</b>																																					
991-P-CON-2450	Construct New Wall - Bathroom 170 & 171 - Insufficient Wall Supports	2	4		12/02/19 A	12/05/19 A	100%	Construct New Wall - Bathroom 170 & 171 - Insufficient Wall Supports																													
991-P-CON-2470	Plumbing Modifications - Bathroom 170 & 171 - Insufficient Wall Supports	4	4		12/04/19 A	12/09/19 A	100%	■ Plumbing Modifications - Bathroom 170 & 171 - Insufficient Wall Supports																													
991-P-CON-2460	Electrical Box & Wiring Relocation- Bathroom 170 & 171 - Insufficient Wall Supports	3	2		12/09/19 A	12/10/19 A	100%	Electrical Box & Wiring Relocation- Bathroom 170 & 171 - Insufficient Wall Supports																													
991-P-CON-2480	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 170 & 171 - Insufficient Wall Supports	4	3		12/11/19 A	12/13/19 A	100%	■ Rebuild Soffits & Electrical Light Rough Ins - Bathroom 170 & 171 - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathroom [Mens 218b]</b>																																					
991-P-CON-2490	Construct New Wall - Bathroom 218b - Insufficient Wall Supports	2	2		12/06/19 A	12/09/19 A	100%	Construct New Wall - Bathroom 218b - Insufficient Wall Supports																													
991-P-CON-2510	Plumbing Modifications - Bathroom 218b - Insufficient Wall Supports	4	1		12/07/19 A	12/09/19 A	100%	Plumbing Modifications - Bathroom 218b - Insufficient Wall Supports																													
991-P-CON-2500	Electrical Box & Wiring Relocation- Bathroom 218b - Insufficient Wall Supports	3	1		12/09/19 A	12/10/19 A	100%	Electrical Box & Wiring Relocation- Bathroom 218b - Insufficient Wall Supports																													
991-P-CON-2520	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218b - Insufficient Wall Supports	4	3		12/09/19 A	12/11/19 A	100%	■ Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218b - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathroom [Womens 218a]</b>																																					
991-P-CON-2530	Construct New Wall - Bathroom 218a - Insufficient Wall Supports	2	1		01/17/20 A	01/18/20 A	100%	Construct New Wall - Bathroom 218a - Insufficient Wall Supports																													
991-P-CON-2550	Plumbing Modifications - Bathroom 218a - Insufficient Wall Supports	4	2		01/21/20 A	01/22/20 A	100%	Plumbing Modifications - Bathroom 218a - Insufficient Wall Supports																													
991-P-CON-2540	Electrical Box & Wiring Relocation- Bathroom 218a - Insufficient Wall Supports	3	3		01/21/20 A	01/23/20 A	100%	Electrical Box & Wiring Relocation- Bathroom 218a - Insufficient Wall Supports																													
991-P-CON-2560	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218a - Insufficient Wall Supports	4	1		01/24/20 A	01/25/20 A	100%	■ Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218a - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathrooms [Mens 139]</b>																																					
991-P-CON-2570	Construct New Wall - Bathroom 139 - Insufficient Wall Supports	2	1		09/20/19 A	09/21/19 A	100%	Construct New Wall - Bathroom 139 - Insufficient Wall Supports																													
991-P-CON-2590	Plumbing Modifications - Bathroom 139 - Insufficient Wall Supports	4	1		09/20/19 A	09/21/19 A	100%	Plumbing Modifications - Bathroom 139 - Insufficient Wall Supports																													
991-P-CON-2580	Electrical Box & Wiring Relocation- Bathroom 139 - Insufficient Wall Supports	3	0		09/21/19 A	09/21/19 A	100%	Electrical Box & Wiring Relocation- Bathroom 139 - Insufficient Wall Supports																													
991-P-CON-2600	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 139 - Insufficient Wall Supports	4	1		09/22/19 A	09/23/19 A	100%	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 139 - Insufficient Wall Supports																													
<b>RFIs 14 &amp; 18 - Bathrooms [Womens 138]</b>																																					
991-P-CON-2610	Construct New Wall - Bathroom 138 - Insufficient Wall Supports	2	2		11/20/19 A	11/21/19 A	100%	Construct New Wall - Bathroom 138 - Insufficient Wall Supports																													
991-P-CON-2630	Plumbing Modifications - Bathroom 138 - Insufficient Wall Supports	4	2		11/21/19 A	11/23/19 A	100%	Plumbing Modifications - Bathroom 138 - Insufficient Wall Supports																													
991-P-CON-2620	Electrical Box & Wiring Relocation- Bathroom 138 - Insufficient Wall Supports	3	1		11/22/19 A	11/23/19 A	100%	Electrical Box & Wiring Relocation- Bathroom 138 - Insufficient Wall Supports																													
991-P-CON-2640	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 138 - Insufficient Wall Supports	4	2		11/25/19 A	11/26/19 A	100%	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 138 - Insufficient Wall Supports																													
<b>Directed Work Stoppage November 27, 2019 - December 2, 2019</b>																																					
991-P-CON-002300	Owner Directed Work Stoppage (11/27/19 - 12/02/19)	5	4		11/27/19 A	12/02/19 A	100%	■ Owner Directed Work Stoppage (11/27/19 - 12/02/19)																													
<b>Bulletin 10 - 3/4 Hour Rated Door Slabs</b>																																					
991-P-CON-002310	Owner Provide Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	1	1		04/10/20 A	04/10/20 A	100%	Owner Provide Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4																													
991-P-CON-002660	Issue NOC 64 Pricing - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	3	1		04/11/20 A	04/13/20 A	100%	■ Issue NOC 64 Pricing - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4																													
991-P-CON-002670	VMJR Order Material - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	5	9		04/14/20 A	04/24/20 A	100%	■ VMJR Order Material - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4																													
991-P-CON-002680	Material Procurement and Delivery - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	48	36	-133	04/25/20 A	07/01/20	75%	■ Material Procurement and Delivery - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4																													
991-P-CON-002690	Work Scheduling and Installation - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	2	0	-133	07/02/20	07/03/20	0%	■ Work Scheduling and Installation - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4																													
<b>Terminal Amenities</b>																																					
<b>[Contract 991-P] Toilet Rooms Renovations + Misc Upgrades</b>																																					
991-P-CON-00460	Contractor Work Planning and Management Coordination	18	18		04/10/19 A	05/06/19 A	100%	■ Contractor Work Planning and Management Coordination																													
991-P-CON-00130	Permit	9	7		05/06/19 A	05/14/19 A	100%	■ Permit																													
991-P-CON-00110	Mobilization	4	3		05/15/19 A	05/20/19 A	100%	■ Mobilization																													
991-P-CON-2650	Delay to Final Mobilization - All Materials Required on Site	13	12		05/21/19 A	06/05/19 A	100%	■ Delay to Final Mobilization - All Materials Required on Site																													
991-P-CON-00120	Doors & HW Lead Time	66	46		05/24/19 A	07/28/19 A	100%	■ Doors & HW Lead Time																													
991-P-CON-00140	Toilet Partition Lead Time	31	21		05/24/19 A	06/23/19 A	100%	■ Toilet Partition Lead Time																													
<b>Construction</b>																																					
<b>Bathroom Renovations + Upgrades</b>																																					
<b>Phase 1 A Wing Bathroom [Mens 206 + Womens 205]</b>																																					

Project Start Date: 04/10/19  
 Project Finish Dates: 07/06/20  
 Project Data Date: 06/15/20  
 Schedule Run Date: 06/18/20

**The VMJR Companies**  
 AIA-991-P 2020.06.15  
 Albany International Airport Bathroom Renovation Schedule Update 06-15-20

■ Remaining Level of Effort  
 ■ Actual Level of Effort  
 ■ Actual Work  
 ■ Remaining Work  
 ■ Critical Remaining Work  
 ◆ Milestone

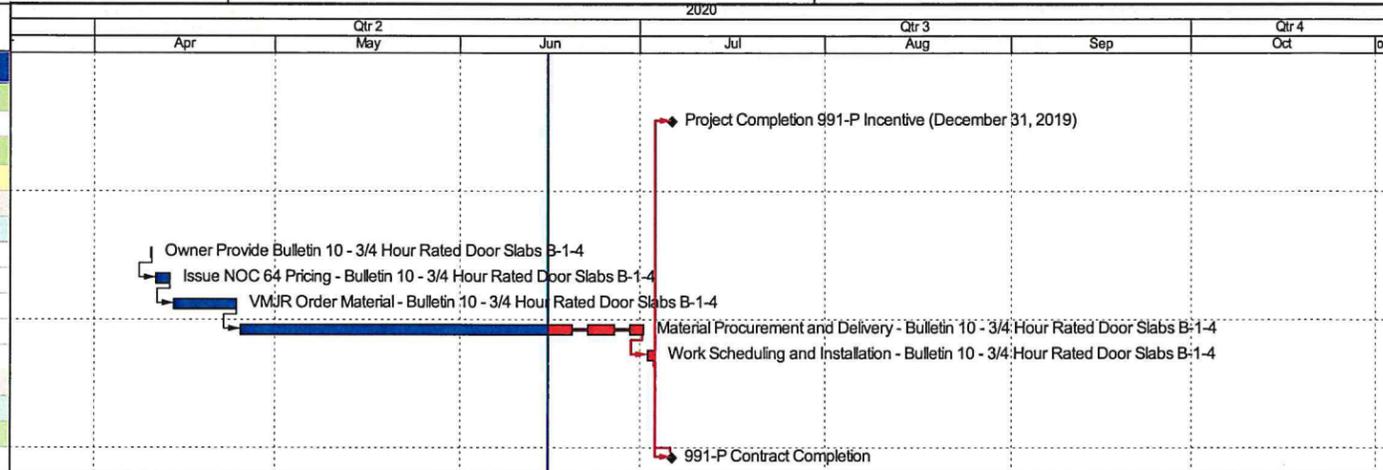








Activity ID	Activity Name	Original Duration	Actual Duration	Total Float	Early Start	Early Finish	Activity % Complete
<b>Albany International Airport Bathroom Renovation Schedule Update 06-15-20</b>							
<b>Incentive Dates</b>							
991-GC-MILE-1250	Project Completion 991-P Incentive (December 31, 2019)	0	0	-187		07/06/20*	0%
<b>Construction</b>							
<b>Construction Activities</b>							
<b>RFIs &amp; Changes</b>							
<b>Bulletin 10 - 3/4 Hour Rated Door Slabs</b>							
991-P-CON-002310	Owner Provide Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	1	1		04/10/20 A	04/10/20 A	100%
991-P-CON-002660	Issue NOC 64 Pricing - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	3	1		04/11/20 A	04/13/20 A	100%
991-P-CON-002670	VMJR Order Material - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	5	9		04/14/20 A	04/24/20 A	100%
991-P-CON-002680	Material Procurement and Delivery - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	48	36	-133	04/25/20 A	07/01/20	75%
991-P-CON-002690	Work Scheduling and Installation - Bulletin 10 - 3/4 Hour Rated Door Slabs B-1-4	2	0	-133	07/02/20	07/03/20	0%
<b>Terminal Amenities</b>							
<b>[Contract 991-P] Toilet Rooms Renovations + Misc Upgrades</b>							
<b>Contract Closeout</b>							
991-P-CON-002200	991-P Contract Completion	0	0	-130		07/06/20	0%



Project Start Date: 04/10/19  
 Project Finish Dates: 07/06/20  
 Project Data Date: 06/15/20  
 Schedule Run Date: 06/18/20

**The VMJR Companies**  
 AIA-991-P 2020.06.15  
 Albany International Airport Bathroom Renovation Schedule Update 06-15-20

■ Remaining Level of Effort     Remaining Work  
■ Actual Level of Effort     Critical Remaining Work  
■ Actual Work    ◆ Milestone

**Wagner, Robert C - (NYN)**

---

**From:** Don Allen <dlallen@vmjrcompanies.com>  
**Sent:** Tuesday, March 3, 2020 9:33 AM  
**To:** Wagner, Robert C - (NYN)  
**Cc:** Riehl, Eric - (NYN); John LaClair; Timothy Hughes  
**Subject:** Updated 991-P and 991-GC Schedules in P6 and PDF for period ending 2/30/20  
**Attachments:** AIA-991-P 20.02.29.xer; AIA-991-GC 20.02.29.xer; AIA 991-P February 29 2020 Update Schedule - All Activities.pdf; AIA 991-GC February 29 2020 Update - All Activities.pdf

Rob,

Attached are the updated schedules for both projects 991-P and 991-GC.  
I have attached active P6 files and PDF files.

This will be the last 991-P "Updated Schedule" I will be sending in as all is substantially complete and we are only working on some punch list items.

I will continue to track the punch list items on the 3 week look ahead schedules we give you on a weekly basis. The majority of the punch list items were completed at earlier dates and as bathrooms were turned over, however, your request to put a picture with the completed punch list item into procore as part of the punch list close out is ongoing. Our goal is to be through most of that by the end of this week.

We will continue to update the 991-GC schedule.

**Don**  
Collaborative Construction Services™



The VMJR Companies  
Adirondack Construction  
Sweet Constructors  
Don Allen  
Project Manager  
888-246-VMJR (8657) or  
518-792-1128 ext 104  
518-792-1382 Fax  
[dlallen@vmjrcompanies.com](mailto:dlallen@vmjrcompanies.com)



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design-builders    program managers

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ADMINISTRATION BUILDING  
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ADMIN FAX: 518.242.2641  
FINANCE FAX: 518.242.2640  
SITE: www.albanyairport.com

June 8, 2020  
VMJR Companies  
Mr. Andrew Weeden  
73 Mohican Street  
Glens Falls, New York 12801

Attention: Mr. Andrew Weeden

Reference: Contract 991-P Change Orders + Liquidated Damages

Dear Andrew:

Over the past several weeks and after review of VMJR's consultants schedule analysis received in early May, ACAA presented three options to resolve VMJR's cost proposals in excess of \$285,000.00. The first option was to review and negotiate each of the change order proposals which were sent back to VMJR on February 17<sup>th</sup> requesting additional information with little to no response. The second option was to resolve all items at a reduced cost of \$230,000 and waive the liquidated damages with a conditions which have been removed. The third option was to accept VMJR's change orders at the submitted value, minus the credits due to ACAA, acknowledge the 51 calendar days indicated in On Points schedule analysis as a starting point for analysis.

In discussions with the Authority, they have not accepted VMJR's counterproposal of \$250,000.00 to resolve all open change order and wish to impose liquidated damages in the amount of \$160,000.00 based on the following:

Page 4 of 9 from On Point Construction Services May 5, 2020 Schedule Analysis:

May 2019 Update

The recreated April 2019 Update with Data Date 4/30/2019 (AIA-991-P 2019.04.30) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.05.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of May 31, 2019. As this update occurred prior to the impact period associated with RFIs 14 & 18, no additional activities or logic were incorporated into the update.

A Comparative Schedule layout was then prepared (Exhibit D), which compares the critical path indicated in the April Schedule AIA-991-P 2019.04.30 (top most schedule in the 11x17 comparison), to the resultant critical path of the May Update Schedule AIA-991-P 2019.05.31 (bottom most schedule). The April update yielded a forecasted Contract Completion date of 12/31/2019 (0 calendar days of float), whereas the May update yielded a forecasted Contract Completion date of 01/16/2020 (-16 calendar days of float). There was a variance (slippage) of 16 calendar days in the project completion date during this update period. This variance is due to a later than anticipated mobilization time by the Contractor, as indicated by new schedule activity 991-P-CON-2650 "Delay to Final Mobilization - All Materials Required on Site". Per discussions with the VMJR team, during a May 2019 progress meeting, it was requested that the effective construction start of bathroom renovations not commence until all materials for all bathroom renovations be received on site, in an effort to minimize the potential downtime of bathrooms. This requirement was not previously planned or incorporated into VMJR's work plan or project schedule. As such, the incorporation of this request created a critical impact to the project schedule by delaying VMJR's effective end of mobilization (start of construction) from a planned date of May 20, 2019 to a revised date of June 5, 2019, as indicated in the May 2019 schedule.

*Refer to Scope of Work Line Item 30 issued with Addendum 02 dated February 28, 2019 which states ' This Prime Contractor shall confirm all material is either on site or in storage prior to start of work in any area – this is to ensure work will continue in a steady flow and an area will not be out of operation for an extended period of time Storage of material on site will be very limited, all material deliveries shall be just in time deliveries' The requested 16 day delay is not a result of the owner and is not acceptable.*



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Page 8 of 9 from On Point Construction Services May 5, 2020 Schedule Analysis:  
January 2020 Update

The recreated December 2019 Update with Data Date 12/31/2019 (AIA-991-P 2019.12.31) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.01.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of January 31, 2020. During this update there were impacts to the critical path associate with the insufficient wall support impact as they related to Bathroom 218a. Additional Activities associated with this bathroom were incorporated into this update.

A Comparative Schedule layout was then prepared (Exhibit L), which compares the critical path indicated in the December 2019 Schedule AIA-991-P 2019.12.31 (top most schedule in the 11x17 comparison), to the resultant critical path of the January 2020 Update Schedule AIA-991-P 2019.01.31 (bottom most schedule). The December 2019 update yielded a forecasted Contract Completion date of 02/08/20 (-39 calendar days of float), whereas the January update yielded a forecasted Contract Completion date of 02/20/20 (-51 calendar days of float). There was a variance (slippage) of 12 calendar days in the project completion date during this update period. This variance is due to the impacts associated with the Insufficient Wall Supports in bathroom 218a. This has been noted on the Schedule Completion Delay Table.

As of 01/31/2019 the overall position of the project completion date was negative 51 calendar days. 51 days of the current negative float are a result of the Owner's impacts associated with the Insufficient Wall Supports Impact and delay to mobilization from this and previous update periods. This has been accordingly noted on the Schedule Completion Delay Table.

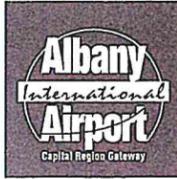
Page 9 of 9 from On Point Construction Services May 5, 2020 Schedule Analysis:

**4. Final Results & Recommendations**

As previously stated, the information from the above referenced analysis has been summarized in the Schedule Completion Delay Table (Exhibit B). The final summation shows the net impacts from both the Contractor's operations and the Owner impacts associated with the Insufficient Wall Support and delayed mobilization impact. The Owner Impacts shows a net total impact of negative 82 days (slippage) whereas the Contractor VMJR shows a net total of 31 positive days (compression). The result is a negative 51 day impact to the project completion date, as of the January 31, 2020 project schedule.

In review of the February 29, 2020 schedule update, original Baseline Schedule activity 991-P-CON-001220 "Punch Out - Phase 4B" (Women's Room 218A) was in fact completed on February 19, 2020 (as forecasted in the January 31, 2020 update), and represents the last recorded schedule event to the achievement of Substantial Completion / Contract Completion. Whereas the required Contract Completion Date is currently 12/31/2019, this Observational / Dynamic / Contemporaneous Modified analysis represents an excusable impact of 51 calendar days beyond the contractual requirement, outside the reasonable control of the Contractor. A Contract Completion Date modification of 51 calendar days from 12/31/2019 to 02/20/2020 should be provided.

Original Contract Completion Date	December 31, 2019
Requested calendar days from On Point Construction Services	51 days
Project Completion Date per On Point Construction Services	February 20, 2020
Actual Completion Date per On Point Construction Services	February 20, 2020
ACAA/Turner Contested Days	16 days
ACAA/Turner Approved Days	35 days
ACAA/Turner Revised completion Date	February 04, 2020
ACAA/Turner Actual Completion Date	February 20, 2020
ACAA/Turner Liquidated Damages Access (10k per calendar day)	\$160,000.00
Change Order Request 1 -64	\$284,451.00
Deduct for Estimated Credits for Work not Completed in COR-07, 35 and 50	\$9,000.00
Deduct for Cost Incurred by ACAA for damages Incurred by VMJR	\$6,576.00



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Deduct for Contract Work not Performed	\$4,250.00
Deduct for Liquidated Damages	\$160,000.00
Change Order to be issued to VMJR	\$104,625.00

Based on the above ACAA has not accepted VMJR's request to extend the contract by 51 calendar days as 16 calendar days are not a result of Owner Delays as you indicated in your May 2019 Update. ACAA will be issuing a change order in the amount indicated and extending the contract completion date by 35 days as indicated above. We trust you will find this to be within the guidelines of the contract language and will execute the change order in a timely manner so we can financially close this project out.

Sincerely,  
  
John LaClair, PE  
Chief Engineer

CC: Phil Calderone, CEO ACAA  
Peter Stutto, ACAA Legal Counsel  
Chris Quinn, ACAA Legal Counsel  
John O'Donnell, Consultant  
Robert Wagner, Project Manager - Turner Construction  
Don Allen, Project Manager - VMJR Companies  
Tim Hughes, Vice President - VMJR Companies



May 5, 2020

Mr. Don Allen  
The VMJR Companies  
73 Mohican Street  
Glens Falls, NY 12801

Reference: Albany Airport Contract 991-P: AP Toilet Renovations

Subject: Time Impact Analysis Rev 0 – Cumulative Schedule Impacts from April 10, 2019 through January 31, 2020

Dear Mr. Allen,

This Time Impact Analysis and the attached supporting schedules, documents, and detailed fragnets are provided to support the pending Change Order Requests The VMJR Companies has submitted regarding the following impacts:

1. RFI 14/18 – Insufficient Wall Supports in the following bathrooms:

- Bathrooms 205 & 206 A Wing MENS+WOMENS
- Bathrooms 207 & 208 Bldg 79 MENS+WOMENS
- Bathroom 223 B Wing WOMENS
- Bathroom 222 B Wing MENS
- Bathrooms 170 & 171 L4 B Wing MENS+WOMENS
- Bathroom 218b C Wing - MENS
- Bathroom 218a C Wing - WOMENS
- Bathroom 139 BAGGAGE CLAIM - MENS
- Bathroom 138 BAGGAGE CLAIM - WOMENS

284,451.00 VMJR COST  
- 9,000.00 ESTIMATED REVISED PROPOSALS  
- 6,576.00 ~~ESTIMATED~~ MISC ACAA COSTS  
- 4,252.00 MISC CREDIT OWED ACAA  

---

264,625.00

- \* LOWER LEVEL 79 MENS+WOMENS NOT INCLUDED (115+116)
- 2. Work Stoppage from November 26, 2019 through December 2, 2019 Baseline Schedule contemplated November 28 and 29 of 2019 as no and 12/2/2019.

AND \* AGREE TO SI ON POINT SCHEDULE AS STARTING POINT - 16 CALHOUN DAYS  

---

- 160,000 LIQUIDATED DAMAGES  

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104,625.00

1. Background

The referenced project's scope consists primary of the renovation of multiple public bathrooms located at the Albany International Airport. This work was contractually detailed to be performed in a number of bathrooms to remain in operation while others were under construction for in the original baseline schedule submitted to the owner.

□ OWNER STOPPAGE  
- AREA WAS TOO CONGESTED +/- PARTITIONS FROM 991-GC

The original submitted baseline schedule for this project detailed a Mobilization completion of December 31, 2019. This baseline was developed using Microsoft incorporation into their P6 Scheduling Software. Of note, On Point Construction submission. SCOPE OF WORK LINE ITEM 23, CONTRACTOR TO PROVIDE P6 SCHEDULE

□ MULTIPLE BATHROOMS WORKED AT SAME TIME  
- BAGGAGE CLAIM + CONTOUR

The Contractor mobilized to the project at the end of May into Early June. In bathrooms it was discovered that the existing conditions of the bathroom walls required renovations. The Contractor provided RFIs 14 & 18 in regards to this situation and the Contractor to perform additional renovations to the bathroom walls in the affected

□ DEFINE PUNCH OUT OF PHASE I IN AUGUST 2019  
□ HOW DO WE LOSE 15 OF 21 DAYS IN 1 MONTH

This change impacted the critical path of the project and has resulted in a later completion date. This initial impact, associated with this change, occurred with

205 & 206. However, as this impact involved 10 bathrooms, which were constructed in sequence, the overall impact continued to develop and expand over the course of the project as it progressed.

Furthermore, the owner directed a work stoppage from November 26, 2019 through December 2, 2019 which was not accounted for in the Contractor's means and methods and approved Baseline Schedule submission. This stoppage in construction resulted in a direct impact to the schedule as no work on the project was able to progress during this time period.

The following section of this document will illustrate the step by step approach used to analyze the actual impact to the project associated with the Insufficient Wall Supports and Work Stoppage.

## 2. Analysis Method

An Observational / Dynamic / Contemporaneous Modified analysis method of the project schedule was used to develop this Time Impact Analysis (TIA). This methodology was developed by the Association for the Advancement of Cost Engineering (AACE) as detailed in their Recommended Practice No. 29R-03 Forensic Schedule Analysis, Method Implementation (MIP) 3.5. MIP 3.5 is a retrospective technique that uses modified or recreated schedule updates to quantify the loss of time along a logic path that was or became critical and identify the activities responsible for the critical delay or gain. Although this method is a retrospective technique, it relies on the forward looking calculations made at the time the updates would have been prepared. This method is also known as a "Contemporaneous Windows Analysis".

VMJR provided On Point Construction Services the original Microsoft Project Baseline submission as well as the P6 .xer file of the Owners actual December 2019 schedule update. In order to perform a contemporaneous analysis the baseline was first re-created in P6 and then each individual update was re-created with the inclusion of the additional work associated with the Insufficient Wall Supports. Each update, or "window", was then reviewed to analyze the schedule impacts for that period. A summary of the impact tabulations has been created and is include in Exhibit A (Schedule Completion Delays Table) of this narrative.

The original baseline was converted from Microsoft Project to a P6 .xer file utilizing a data date of April 10, 2019 (AIA-991-P 2019.04.10) and reviewed for logic consistency and any errors that may have existed in the original baseline or as a result of the conversation. During this review it was discovered that the activity 991-P-CON-00140 "Toilet Partition Lead Time" did not have a successor. In discussions with the VMJR team on this issue, it was noted that on or around May 23, 2019 the Owner inquired if a potential change from the black fore rated partitions to a solid color could be implemented. Ultimately, a "hammered finish" partition color was desired, which required a 10-week material lead time, placing material availability into mid-August. It was determined that the A Wing Restrooms would need temporary partitions in order to minimize (and avoid) an otherwise critical impact to the schedule. While this series of events is not incorporated into the Baseline schedule, as these events occurred after the Notice to Proceed date and Data Date of the Baseline Schedule, it demonstrates that the Toilet Partition material, despite the lead time, shouldn't have impacted the Baseline Schedule, as a workaround was provided and demonstrated that averted a critical impact. As such, activity 991-P-CON-00140 "Toilet Partition Lead Time" is linked to the schedule as a FF predecessor with activity CON-00220 "Bathroom Accessories/Set Fixtures - Phase 1", and as a FS predecessor to the remaining activities labeled "Bathroom Accessories/Set Fixtures". Once this error was corrected the project completion date is forecasted at December 31, 2019, or a completion "on time", with zero days of positive float. Baseline Schedule "All Activities" and "Critical Path" activities layout files are included as "Exhibit A" to this narrative.

Following the creation of the Baseline Schedule, each subsequent schedule update was re-created using the actual dates from the Owners December 31, 2019 Update and the February 15, 2020 Update performed by On Point Construction Services.

The following is a listing of the re-created updates and their assigned Project IDs used in this analysis:

<u>Monthly Update</u>	<u>Data Date</u>	<u>On Point Project ID</u>
April 2019	04/30/2019	AIA-991-P 2019.04.30
May 2019	05/31/2019	AIA-991-P 2019.05.31
June 2019	06/30/2019	AIA-991-P 2019.06.30
July 2019	07/31/2019	AIA-991-P 2019.07.31
August 2019	08/31/2019	AIA-991-P 2019.08.31
September 2019	09/30/2019	AIA-991-P 2019.09.30
October 2019	10/31/2019	AIA-991-P 2019.10.31

November 2019	11/30/2019	AIA-991-P 2019.11.30
December 2019	12/31/2019	AIA-991-P 2019.12.31
January 2020	01/31/2020	AIA-991-P 2020.01.31

Other Modifications to Schedules by On Point Construction Services:

During this analysis the following modifications were made to the monthly updates:

- **Out of Sequence Logic Error Corrections.** After each monthly update was completed it was reviewed for out of sequence logic errors. An “out of sequence error” occurs when the actual progression of work (start and or finish of a schedule activity) reveals that the original schedule logic (predecessors and successors) is no longer “valid”. As an example, if original schedule logic indicated that “Demo Bathroom A” needed to finish, prior to commencing with “Demo Bathroom B”, however, the actual progression of the work revealed that “Demo Bathroom B” commenced before “Demo Bathroom A”, an out of sequence logic error would have been reported and appropriately corrected by modifying the original logic to record the actual sequence, for example “Mobilization” followed by “Demo Bathroom B”.

These type of errors that were encountered during the course of this forensic analysis were corrected based on the actual sequence of work for that update period. The correction of “out of sequence” errors is required in order to provide an accurate record schedule and forward-looking forecast of remaining work.

- **Addition of Activities.** In order to track the additional work associated with the Insufficient Wall Support change, additional construction activities were created for each area where this work was performed. These sequences are referred to as “Fragnets”. These activities were built into a separate WBS category so they could be isolated during the analysis. As each update was re-created, these Fragnets were incorporated into the update and actualized to show their actual influence on the schedule in a contemporaneous manner. The following excerpt from the schedule illustrates these added activities prior to their full installation into the updates.

Activity ID	Activity Name	Original Duration
<b>RFIs &amp; Changes</b>		
<b>RFIs 14 &amp; 18 - Insufficient Wall Supports</b>		
991-P-CON-002280	P&S RFI 14 - Insufficient Wall Supports	1
991-P-CON-002290	R&R RFI 14 - Insufficient Wall Supports	1
991-P-CON-2290	P&S RFI 18 - Insufficient Wall Supports	1
991-P-CON-2300	R&R RFI 18 - Insufficient Wall Supports	6
991-P-CON-2310	Procure Additional Framing Materials - Insufficient Wall Supports	2
991-P-CON-2320	Procure Additional MEP Materials - Insufficient Wall Supports	7
<b>RFIs 14 &amp; 18 - [Mens 206 + Womens 205]</b>		
991-P-CON-2330	Construct New Wall - Bathroom 206 & 207 - Insufficient Wall Supports	2
991-P-CON-2350	Electrical Box & Wiring Relocation- Bathroom 206 & 207 - Insufficient Wall Supports	3
991-P-CON-2340	Plumbing Modifications - Bathroom 206 & 207 - Insufficient Wall Supports	4
991-P-CON-2360	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 206 & 207 - Insufficient Wall Supports	4
<b>RFIs 14 &amp; 18 - Bathroom [Womens 223]</b>		
991-P-CON-2370	Construct New Wall - Bathroom 223 - Insufficient Wall Supports	2
991-P-CON-2380	Electrical Box & Wiring Relocation- Bathroom 223 - Insufficient Wall Supports	3
991-P-CON-2390	Plumbing Modifications - Bathroom 223 - Insufficient Wall Supports	4
991-P-CON-2400	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 223 - Insufficient Wall Supports	4
<b>RFIs 14 &amp; 18 - Bathroom [Mens 222]</b>		
991-P-CON-2410	Construct New Wall - Bathroom 222 - Insufficient Wall Supports	2
991-P-CON-2420	Electrical Box & Wiring Relocation- Bathroom 222 - Insufficient Wall Supports	3
991-P-CON-2430	Plumbing Modifications - Bathroom 222 - Insufficient Wall Supports	4
991-P-CON-2440	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 222 - Insufficient Wall Supports	4
<b>RFIs 14 &amp; 18 - Bathroom [Mens 170 + Womens 171]</b>		
991-P-CON-2450	Construct New Wall - Bathroom 170 & 171 - Insufficient Wall Supports	2
991-P-CON-2460	Electrical Box & Wiring Relocation- Bathroom 170 & 171 - Insufficient Wall Supports	3
991-P-CON-2470	Plumbing Modifications - Bathroom 170 & 171 - Insufficient Wall Supports	4
991-P-CON-2480	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 170 & 171 - Insufficient Wall Supports	4
<b>RFIs 14 &amp; 18 - Bathroom [Mens 218b]</b>		
991-P-CON-2490	Construct New Wall - Bathroom 218b - Insufficient Wall Supports	2
991-P-CON-2500	Electrical Box & Wiring Relocation- Bathroom 218b - Insufficient Wall Supports	3
991-P-CON-2510	Plumbing Modifications - Bathroom 218b - Insufficient Wall Supports	4
991-P-CON-2520	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218b - Insufficient Wall Supports	4
<b>RFIs 14 &amp; 18 - Bathroom [Womens 218a]</b>		
991-P-CON-2530	Construct New Wall - Bathroom 218a - Insufficient Wall Supports	2
991-P-CON-2540	Electrical Box & Wiring Relocation- Bathroom 218a - Insufficient Wall Supports	3
991-P-CON-2550	Plumbing Modifications - Bathroom 218a - Insufficient Wall Supports	4
991-P-CON-2560	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 218a - Insufficient Wall Supports	4

Activity ID	Activity Name	Original Duration
RFIs 14 & 18 - Bathrooms [Mens 139]		
991-P-CON-2570	Construct New Wall - Bathroom 139 - Insufficient Wall Supports	2
991-P-CON-2580	Electrical Box & Wiring Relocation- Bathroom 139 - Insufficient Wall Supports	3
991-P-CON-2590	Plumbing Modifications - Bathroom 139 - Insufficient Wall Supports	4
991-P-CON-2600	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 139 - Insufficient Wall Supports	4
RFIs 14 & 18 - Bathrooms [Womens 138]		
991-P-CON-2610	Construct New Wall - Bathroom 138 - Insufficient Wall Supports	2
991-P-CON-2620	Electrical Box & Wiring Relocation- Bathroom 138 - Insufficient Wall Supports	3
991-P-CON-2630	Plumbing Modifications - Bathroom 138 - Insufficient Wall Supports	4
991-P-CON-2640	Rebuild Soffits & Electrical Light Rough Ins - Bathroom 138 - Insufficient Wall Supports	4

### 3. Schedule Analysis

The following is the summary of the step by step analysis performed for each schedule update period “window”. The results of this analysis have also been summarized graphically in the Schedule Completion Delay Table (Exhibit B), attached to this narrative.

#### April 2019 Update

The recreated baseline with Data Date 4/10/2019 (AIA-991-P 2019.04.10) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.04.30. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of April 30, 2019. As this update occurred prior to the impact period no additional activities or logic were incorporated into the update.

A Comparative Schedule layout was then prepared (Exhibit C), which compares the critical path indicated in the Baseline Schedule AIA-991-P 2019.04.10 (top most schedule in the 11x17 comparison), to the resultant critical path of the updated Schedule AIA-991-P 2019.04.30 (bottom most schedule). The baseline schedule yielded a forecasted Contract Completion date of 12/31/2019 (0 calendar days of float), whereas the April update yielded a forecasted Contract Completion date of 12/31/2019 (0 calendar days of float). There was no variance in the project schedule during this update period.

As of 4/30/2019 the overall position of the project completion date was “on time” with zero days of float. This has been accordingly noted on the Schedule Completion Delay Table.

#### May 2019 Update

The recreated April 2019 Update with Data Date 4/30/2019 (AIA-991-P 2019.04.30) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.05.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of May 31, 2019. As this update occurred prior to the impact period associated with RFIs 14 & 18, no additional activities or logic were incorporated into the update.

A Comparative Schedule layout was then prepared (Exhibit D), which compares the critical path indicated in the April Schedule AIA-991-P 2019.04.30 (top most schedule in the 11x17 comparison), to the resultant critical path of the May Update Schedule AIA-991-P 2019.05.31 (bottom most schedule). The April update yielded a forecasted Contract Completion date of 12/31/2019 (0 calendar days of float), whereas the May update yielded a forecasted Contract Completion date of 01/16/2020 (-16 calendar days of float). There was a variance (slippage) of 16 calendar days in the project completion date during this update period. This variance is due to a later than anticipated mobilization time by the Contractor, as indicated by new schedule activity 991-P-CON-2650 “Delay to Final Mobilization - All Materials Required on Site”. Per discussions with the VMJR team, during a May 2019 progress meeting, it was requested that the effective construction start of bathroom renovations not commence until all materials for all bathroom renovations be received on site, in an effort to minimize the potential downtime of bathrooms.

This requirement was not previously planned or incorporated into VMJR’s work plan or project schedule. As such, the incorporation of this request created a critical impact to the project schedule by delaying VMJR’s effective end of mobilization (start of construction) from a planned date of May 20, 2019 to a revised date of June 5, 2019, as indicated in the May 2019 schedule.

- REFER TO SCOPE OF WORK LINE ITEM 30 INCLUDED WITH ADDENDUM 2 DATED FEB 23, 2019
- \* VMJR DID NOT READ OR UNDERSTAND SCOPE OF WORK AND DID NOT INCORPORATE INTO BASELINE SCHEDULE - DELAY NOT CAUSED BY OWNER
- \* WHAT WAS IMPACT OF WALL + FLOOR TILE DURING THIS TIME PERIOD?

Whereas this requirement did not previously exist in the Contractor’s work plan and Baseline Schedule, the overall impact associated with its incorporation has been noted as an “Owner delay”. As of 5/31/2019 the overall position of the project completion date was negative 16 calendar days. This has been so noted on the Schedule Completion Delay Table.

June 2019 Update (Beginning of Insufficient Wall Supports Impact)

The recreated May 2019 Update with Data Date 5/31/2019 (AIA-991-P 2019.05.31) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.06.30. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of June 30, 2019. During this update the insufficient wall support issue was discovered. The fragnets associated with bathrooms 205 & 206 were incorporated during the development of the June 2019 update as well as the activities associated with RFIs 14 & 18. It was during the course of Phase 1 demolition activities in mid-June 2019 that the issue associated with the Insufficient Wall Supports was first discovered and documented through the RFI process. The following extraction from the June 2019 schedule of record depicts these events:

Activity ID	Activity Name	Original Duration	Rem. Duration	Compl. Duration	Total Float	Early Start	Early Finish
<b>RFIs &amp; Changes</b>							
<b>RFIs 14 &amp; 18 - Insufficient Wall Supports</b>							
991-P-CON-002280	P&S RFI 14 - Insufficient Wall Supports	1	0	1		06/13/19 A	06/13/19 A
991-P-CON-002290	R&R RFI 14 - Insufficient Wall Supports	1	0	1		06/13/19 A	06/13/19 A
991-P-CON-2290	P&S RFI 18 - Insufficient Wall Supports	1	0	1		06/14/19 A	06/14/19 A
991-P-CON-2300	R&R RFI 18 - Insufficient Wall Supports	6	0	8		06/14/19 A	06/21/19 A
991-P-CON-2310	Procure Additional Framing Materials - Insufficient Wall Supports	2	0	5		06/21/19 A	06/25/19 A
991-P-CON-2320	Procure Additional MEP Materials - Insufficient Wall Supports	7	0	8		06/21/19 A	06/28/19 A
<b>RFIs 14 &amp; 18 - (Mens 206 + Womens 205)</b>							
991-P-CON-2330	Construct New Wall - Bathroom 206 & 205 - Insuffic					06/24/19 A	06/25/19 A
991-P-CON-2350	Electrical Box & Wiring Relocation- Bathroom 206					06/26/19 A	06/28/19 A
991-P-CON-2340	Plumbing Modifications - Bathroom 206 & 205 - Inst					06/29/19 A	07/03/19 A
991-P-CON-2360	Rebuild Soffits & Electrical Light Rough Ins - Bathr					07/01/19 A	07/03/19 A

In review of the historical schedules of record, and in dis-  
 Wall - Bathroom 206 & 205 - Insufficient Wall Supp-  
 Insufficient Wall Supports”, “Plumbing Modifications  
 Soffits & Electrical Light Rough Ins - Bathroom 206 & 2  
 work) are linked as logical predecessors to original Ba  
 effect, the completion of this additional work was requir

*RAISE JUNCTION BOX FOR HAND DRYER ON BACK WALL*  
*BRICKER BOARD COULD BE INSTALLED ON ALL OTHER WALLS WHILE REFRAMING OF SAME AREA*  
*CEMENT BOARD WAS NOT USED ON SOFFITS.*

Construct New  
 m 206 & 205 -  
 ’, and “Rebuild  
 esent additional  
 - Phase 1”. In  
 backer board”.

A Comparative Schedule layout was then prepared (Exhi  
 AIA-991-P 2019.05.31 (top most schedule in the 11x17  
 AIA-991-P 2019.06.30 (bottom most schedule). The Ma  
 (-16 calendar days of float), whereas the June 2019 up  
 calendar days of float). There was a variance (slippage)  
 period. This variance is due to impacts associated with  
 existing insufficient wall supports. This has been so not

e May Schedule  
 Update Schedule  
 e of 01/16/2020  
 f 02/11/20 (-42  
 ring this update  
 uired due to the

As of 6/30/2019 the overall position of the project completion date was negative 42 calendar days. 16 of these days are a result of the delayed mobilization and start of construction issue noted in the May 2019 update, and 26 are a result of the Owner’s impacts for this update period associated with RFI 14 and 18. This has been accordingly noted on the Schedule Completion Delay Table.

July 2019 Update

The recreated June 2019 Update with Data Date 6/30/2019 (AIA-991-P 2019.06.30) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.07.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of July 31, 2019. During this update the insufficient wall support issue continued. The fragnets associated with bathrooms 205 & 206 were previously incorporated during the development of the June 2019 update and their disruption to bathrooms 205 & 206 carried through this update period.

A Comparative Schedule layout was then prepared (Exhibit F), which compares the critical path indicated in the June Schedule AIA-991-P 2019.06.30 (top most schedule in the 11x17 comparison), to the resultant critical path of the July Update Schedule

AIA-991-P 2019.07.31 (bottom most schedule). The June update yielded a forecasted Contract Completion date of 02/11/2020 (-42 calendar days of float), whereas the July update yielded a forecasted Contract Completion date of 02/24/2020 (-55 calendar days of float). There was a variance (slippage) of 13 calendar days in the project completion date during this update period. This variance is due to impacts associated with renovation changes required to the existing insufficient wall supports and their impacts to the durations of their successor activities.

As of 7/31/2019 the overall position of the project completion date was negative 55 calendar days. 42 of these days are a result of the prior Owner impacts, and an additional 13 are a result of the Owner's impacts for this Update period. This has been accordingly noted on the Schedule Completion Delay Table. *13 out of 23 days in July lost??*

August 2019 Update

The recreated July 2019 Update with this schedule was created and titled AI in the current project schedule update; impacts to the critical path associated

*2 WEEK LOOK AHEAD DATED 08/07/19 SHOWS*

*WORK IN BATHROOM UNTIL AUGUST 12<sup>TH</sup>*

*2 WEEK LOOK AHEAD DATED 08/26*

A Comparative Schedule layout was tl AIA-991-P 2019.07.31 (top most scl Schedule AIA-991-P 2019.08.31 (bot 02/24/2020 (-55 calendar days of fl 03/10/2020 (-70 calendar days of floa during this update period. This varian 1", which is required prior to the comr activity "Punch Out - Phase 1" had l 8/31/2019.

*SHOWS PROBLEMS IN NEXT BATHROOM STAFF B*

*CONTRACT 222 + 223 08/26*

*WHAT HAPPENED BETWEEN 08/12 + 08/31*

*→ WERE PERMITS FROM GRANTED + CALL-IN STEP ON??*

*DEFERRED PUNCH OUT PHASE 1 AND EXHAUST DELAY*

As of 8/31/2019 the overall position o: of the prior Owner impacts, and 15 are a result of the delay to "Punch Out - Phase 1" noted this Update period, which, absent additional investigation, is listed as a Contractor Delay at this time. This has been accordingly noted on the Schedule Completion Delay Table. *Delay to Punch Out was due to contractor not completing work*

*15 out of 22 work days lost??*

September 2019 Update

The recreated August 2019 Update with Data Date 8/31/2019 (AIA-991-P 2019.08.31) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.09.30. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of September 30, 2019. During this update there were impacts to the critical path associate with the insufficient wall support impact as they related to Bathroom 222. Additional Activities associated with this bathroom were incorporated into this update.

A Comparative Schedule layout was then prepared (Exhibit H), which compares the critical path indicated in the August Schedule AIA-991-P 2019.08.31 (top most schedule in the 11x17 comparison), to the resultant critical path of the September Update Schedule AIA-991-P 2019.09.30 (bottom most schedule). The August update yielded a forecasted Contract Completion date of 03/10/20 (-70 calendar days of float), whereas the September update yielded a forecasted Contract Completion date of 02/10/20 (-41 calendar days of float). There was a variance (compression) of 29 calendar days in the project completion date during this update period.

This variance is due to the augmentation of the contractors resources which allowed the concurrent work of critical activities. Of note, during this update period the Insufficient Wall Supports Impact in Bathroom 222 negatively impacted the critical path by 5 days. The result of this is that the contractor's resources were able to recover 29 days of the previous negative float as well as the 5 days of impact realized during this update period. This yields a total Contractor Recovery of 34 days. This has been noted on the Schedule Completion Delay Table.

As of 9/30/2019 the overall position of the project completion date was negative 41 calendar days. At this time none of these days are a result of the Contractor's previous operations as they were able to fully recover their previous 15 day deficiency noted in the August 2019 update during this September 2019 update period. The current negative float is a result of the Owner's

ed for this time period. A copy of based on actual as-built dates listed this update there were no specific

path indicated in the July Schedule critical path of the August Update listed Contract Completion date of ed Contract Completion date of days in the project completion date P-CON-00240 "Punch Out - Phase 3a". In review, all predecessors to - Phase 1" had not started, as of

days. 55 of these days are a result of the prior Owner impacts, and 15 are a result of the delay to "Punch Out - Phase 1" noted this Update period, which, absent additional investigation, is listed as a Contractor Delay at this time. This has been accordingly noted on the Schedule Completion Delay Table.

impacts associated with the Insufficient Wall Supports Impact and delay to mobilization from this and previous update periods. This has been accordingly noted on the Schedule Completion Delay Table.

October 2019 Update

The recreated September 2019 Update with Data Date 9/30/2019 (AIA-991-P 2019.09.30) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.10.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of October 31, 2019. During this update there were impacts to the critical path associate with the insufficient wall support impact as they related to Bathroom 223. Additional Activities associated with this bathroom were incorporated into this update.

A Comparative Schedule layout was then prepared (Exhibit I), which compares the critical path indicated in the September Schedule AIA-991-P 2019.09.30 (top most schedule in the 11x17 comparison), to the resultant critical path of the October Update Schedule AIA-991-P 2019.10.31 (bottom most schedule). The September update yielded a forecasted Contract Completion date of 02/10/20 (-41 calendar days of float), whereas the October update yielded a forecasted Contract Completion date of 02/17/20 (-48 calendar days of float). **There was a variance (slippage) of 7 calendar days in the project completion date during this update period.** This variance is due to the impacts associated with the Insufficient Wall Supports in bathroom 223. This has been noted on the Schedule Completion Delay Table. *7 out of 23 Ders last??*

As of 10/31/2019 the overall position of the project completion date was negative 48 calendar days. The current negative float is a result of the Owner’s impacts associated with the Insufficient Wall Supports Impact and delay to mobilization from this and previous update periods. This has been accordingly noted on the Schedule Completion Delay Table.

November 2019 Update

The recreated October 2019 Update with Data Date 10/31/2019 (AIA-991-P 2019.10.31) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.11.30. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of November 30, 2019. During this update the owner directed the contractor to stop work from November 27, 2019 through December 2, 2019 which had a direct impact on the critical path. The original Baseline Schedule contemplated November 28 and 29 of 2019 as non-working days, but not 11/27/2019, 11/30/2019 and 12/2/2019.

Activity 991-P-CON-002300 “Owner Directed Work Stoppage (11/27/19 - 12/02/19)” was added to the November Update to account for this impact and for the “gap in time” between the completion of Bathroom 223 and the start of Bathroom 218b. The following illustration shows this impact and its logic ties:

Activity ID	Activity Name	Original Duration	Rem. Duration	Compl. Duration	Total Float	Early Start	Early Finish
<b>Albany International Airport Bathroom Renovation Baseline Schedule TIA 01(DD 11/30/19 w/Fragrnts)</b>							
991-P-CON-00780	Punch Out - Phase 3a	1	0	2		11/25/19 A	11/27/19 A
991-P-CON-002300	Owner Directed Work Stoppage (11/27/19 - 12/02/19)	4	2	6	-53	11/27/19 A	12/02/19
991-P-CON-001030	Temporary Protection - Phase 4a	1	1	1	-42	12/03/19	12/03/19

A Comparative Schedule layout was then prepared (Exhibit J), which compares the critical path indicated in the October Schedule AIA-991-P 2019.10.31 (top most schedule in the 11x17 comparison), to the resultant critical path of the November Update Schedule AIA-991-P 2019.11.30 (bottom most schedule). The October update yielded a forecasted Contract Completion date of 02/17/2020 (-48 calendar days of float), whereas the November update yielded a forecasted Contract Completion date of 02/20/2020 (-51 calendar days of float). There was a variance (slippage) of 3 calendar days in the project completion date during this update period. This variance is due to the owner directed stoppage of work from November 27, 2019 through December 2, 2019 which resulted in a direct 3 day impact. This has been noted on the Schedule Completion Delay Table.

As of 11/30/2019 the overall position of the project completion date was negative 51 calendar days. 48 days of the current negative float are a result of the Owner’s impacts associated with the Insufficient Wall Supports Impact and delay to mobilization from previous update periods. 3 days of the negative float are a result of the Owner directed work stoppage. This has been accordingly noted on the Schedule Completion Delay Table.

December 2019 Update

The recreated November 2019 Update with Data Date 11/30/2019 (AIA-991-P 2019.11.30) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.12.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of December 31, 2019. During this update there were no impacts to the critical path associated with the insufficient wall support impact as they related to Bathrooms, however additional activities associated with the insufficient wall supports were incorporated into this update as they progressed.

A Comparative Schedule layout was then prepared (Exhibit K), which compares the critical path indicated in the November Schedule AIA-991-P 2019.11.30 (top most schedule in the 11x17 comparison), to the resultant critical path of the December Update Schedule AIA-991-P 2019.12.31 (bottom most schedule). The November update yielded a forecasted Contract Completion date of 02/20/2020 (-51 calendar days of float), whereas the December update yielded a forecasted Contract Completion date of 02/08/20 (-39 calendar days of float). There was a variance (compression) of 12 calendar days in the project completion date during this update period. This variance is due to the contractor working critical operations in Phase 4c concurrently with other critical operations during the update period. This has been noted on the Schedule Completion Delay Table.

As of 12/31/2019 the overall position of the project completion date was negative 41 calendar days. 41 days of the current negative float are a result of the Owner's impacts associated with the Insufficient Wall Supports Impact from this and previous update periods. As of this update period the contractor has recovered their negative float responsibility. This has been so noted on the Schedule Completion Delay Table.

#### January 2020 Update

The recreated December 2019 Update with Data Date 12/31/2019 (AIA-991-P 2019.12.31) was used for this time period. A copy of this schedule was created and titled AIA-991-P 2019.01.31. This schedule was then updated based on actual as-built dates listed in the current project schedule updates of record to a data date of January 31, 2020. During this update there were impacts to the critical path associated with the insufficient wall support impact as they related to Bathroom 218a. Additional Activities associated with this bathroom were incorporated into this update.

A Comparative Schedule layout was then prepared (Exhibit L), which compares the critical path indicated in the December 2019 Schedule AIA-991-P 2019.12.31 (top most schedule in the 11x17 comparison), to the resultant critical path of the January 2020 Update Schedule AIA-991-P 2019.01.31 (bottom most schedule). The December 2019 update yielded a forecasted Contract Completion date of 02/08/20 (-39 calendar days of float), whereas the January update yielded a forecasted Contract Completion date of 02/20/20 (-51 calendar days of float). There was a variance (slippage) of 12 calendar days in the project completion date during this update period. This variance is due to the impacts associated with the Insufficient Wall Supports in bathroom 218a. This has been noted on the Schedule Completion Delay Table.

As of 01/31/2020 the overall position of the project completion date was negative 51 calendar days. 51 days of the current negative float are a result of the Owner's impacts associated with the Insufficient Wall Supports Impact and delay to mobilization from this and previous update periods. This has been accordingly noted on the Schedule Completion Delay Table.

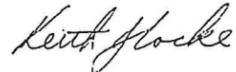
#### 4. Final Results & Recommendations

As previously stated, the information from the above referenced analysis has been summarized in the Schedule Completion Delay Table (Exhibit B). The final summation shows the net impacts from both the Contractor's operations and the Owner impacts associated with the Insufficient Wall Support and delayed mobilization impact. The Owner Impacts shows a net total impact of negative 82 days (slippage) whereas the Contractor VMJR shows a net total of 31 positive days (compression). The result is a negative 51 day impact to the project completion date, as of the January 31, 2020 project schedule.

In review of the February 29, 2020 schedule update, original Baseline Schedule activity 991-P-CON-001220 "Punch Out – Phase 4B" (Women's Room 218A) was in fact completed on February 19, 2020 (as forecasted in the January 31, 2020 update), and represents the last recorded schedule event to the achievement of Substantial Completion / Contract Completion. Whereas the required Contract Completion Date is currently 12/31/2019, this Observational / Dynamic / Contemporaneous Modified analysis represents an excusable impact of 51 calendar days beyond the contractual requirement, outside the reasonable control of the Contractor. A Contract Completion Date modification of 51 calendar days from 12/31/2019 to 02/20/2020 should be provided.

If additional work beyond the date of February 20, 2020 occurs on the project, subsequent Windows Analysis may need to be performed, if an otherwise agreement cannot be reached between respective parties. Lastly, it should be noted that this analysis focuses on the primary historical critical path, which is the path that renders the overall contract completion date as forecasted throughout the contemporaneous window periods. The performance of additional RFI coordination, extra work, and other events that were not contemplated in the Baseline Schedule may very well have impacted planned resource utilization and productivity, however, any events that did not impact the historical critical path were outside the scope of this analysis. If you require any additional information please contact me at (413) 355-3105.

Sincerely,



On Point Construction Services, LLC  
Keith J. Locke, Partner | Co-Owner  
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Attachment(s): Schedule Completion Delay Table, Schedule Layout/Printouts (Exhibits A-L)

As Of December 31<sup>st</sup>:

- Bathroom Demolition Add 20 Days
- Bathroom Enclosures Add 25 Days
- Bathroom Tile Add 37 Days

VMJR: REQUESTING 51 CALENDAR DAYS

"Delayed" Mobilization = 16 CALENDAR DAYS = \$160,000

REMOVED COMPLETION = 35 CALENDAR DAYS

**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**