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**ACAA Approved**  
**03/24/2025**

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

**February 10, 2025**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday February 10, 2025 @ 9:00 a.m. in the third floor conference room at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

### **MEMBERS PRESENT**

Samuel A. Fresina  
Kevin R. Hicks, Sr. (via telephone)  
Thomas A. Nardacci  
Sari M. O'Connor  
John-Raphael Pichardo  
Janet M. Thayer

### **MEMBERS ABSENT**

Steven H. Heider

### **STAFF**

Peter F. Stuto, Chief Executive Officer (via telephone)  
John A. O'Donnell, Chief Operating Officer  
Christine C. Quinn, Airport Counsel  
Margaret Herrmann, Acting Chief Financial Officer  
Liz Charland, Administrative Services  
John LaClair, Chief Engineer  
Matt Mokey, Airport Engineer  
Helen Chadderdon, Marketing Manager  
Jenn Munger, Paralegal  
Kathy Greenwood, Director of Arts & Exhibition  
Bobbi Matthews, Purchasing Agent  
Debbie Pasquini, Confidential Secretary

### **ATTENDEES**

Dennis Feeney, Albany County Majority Leader  
Susan Quine-Laurilliard, Chair Multi-Modal Transit Committee f/k/a Mass Transit Committee  
Jorge Roberts, AvPorts Chief Executive Officer  
Andrew King, Advisor to Avports CEO  
Todd Pennington, Airport Manager, Avports  
Carmiena Brooks, Assistant Airport Manager, Avports  
Chief Dorsey, ARFF Fire Chief  
Perry Blanchard, Avports  
Chris Pasquini, Avports  
Kevin Hehir, Avports  
Ray Camilli, Avports  
Katie Mahoney, Avports, Parking  
Chief Steve Dorsey, Avports ARFF  
Jim O'Brien, Avports Operations





Don Brundage, Avports  
Jeff Lovell, Managing Director, Park Strategies, LLC  
Brian King, Million Air  
Glen Doherty, Esq., Hodgson Russ, LLP  
Andrew Mangini, The Martin Group  
Rich Amandon, CHA  
Kevin Butterfield, Albany County Communications  
Steve Hughes, Times Union

Chair Fresina noted that there was a quorum.

**General:**

**1. Chairman's Remarks**

Mr. Pichardo made a motion after Executive Session, returning to Regular Session at 11:10 a.m., to accept the officers and committees as presented with the exception of amending the CIC committee to the following members: Steve Heider and Sari O'Connor, Committee Co-Chairs and Kevin Hicks as a member. The motion was adopted unanimously.

**2. Approval of Minutes**

Ms. O'Connor moved to approve the minutes of the January 13, 2025 meeting. The motion was adopted unanimously.

**Management Reports:**

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

Mr. O'Donnell presented the Chief Executive Officer and Chief Operating Officer's Report for the month of February, 2025 – (Power Point attached.).

**4. Chief Operating Officer**

Mr. O'Donnell presented the Chief Operating Officer's report for the month of February 2025 during the CEO's report. – (Power Point attached.)

**5. Chief Financial Officer Report**

Ms. Herrmann presented the Financial Report for the month of February 2025. (Power Point attached.)

**6. Project Development**

Mr. LaClair and Mr. Mokey presented the Project Development report for the month of February 2025. (Power Point attached.)

**7. Counsel**



Ms. Quinn advised we have sent a Request for Legislative Action to the Mass Transit Committee regarding a NIMO Easement for a permanent utility easement to support the current power needs and ongoing terminal expansion and upgrades to the Albany International Airport. The proposed easement supports the relocation and upgrade of the existing transformers for 2 Terminal Rd. (WR# 30922776) and 3 Terminal Rd. Transformer Upgrade (WR# 31016374).

**8. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Report for the month of February 2025. She also advised a soft opening is being planned for Uncommon Groups in early March.

**9. Public Affairs**

Mr. O'Donnell advised Mr. Smith is planning events for Allegiant's inaugural non-stop flight to Sarasota on February 14, 2025

**9a. Art & Culture**

Ms. Greenwood presented an Art & Culture report for the month of February 2025. (Power Point attached.) She also advised an event is being planned to celebrate Southwest's 25<sup>th</sup> anniversary at Albany.

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

**10.1 Purchase Order: Purchase of Two (2) Airport Shuttle Buses**

Ms. Herrmann recommended authorization to purchase two (2) passenger shuttle buses. She advised these buses will replace two buses in our fleet that are 8 years old and with over 170K miles on each of them. The older buses in our fleet are requiring frequent repairs. Matthews Buses Commercial can deliver in less than 120 days which is key to our passenger shuttle service. The NYS OGS Contractor delivery was more than a year. Matthews Buses Commercial proposed pricing under a Connecticut Department of Administrative Services Contract (#24PSX0110). The request is being made for the purchase of one compressed natural gas (CNG) powered bus and one gasoline powered bus at a combined cost of \$302,525.00. This purchase is 100% airport funded.

Mr. Nardacci moved to authorize the purchase of two (2) passenger shuttle buses --- one compressed natural gas (CNG) powered bus and one gasoline powered bus at a combined cost of \$302,525.00. The motion was adopted unanimously.

**10.2 Authorization to make purchases using State of New York Contract: Gasoline (Award # 23344 effective February 14, 2025) Awarded Vendors: Buel Fuel, LLC**



Ms. Herrmann recommended authorization to make purchases using State of New York Contract for Gasoline (Award # 23344 effective February 14, 2025) to awarded vendor Buel Fuel, LLC. She advised New York State Office of General Services Procurement Services has conducted competitive bidding for Gasoline and the awarded vendor for regular and premium gasoline is Buel Fuel. This vendor has agreed to offer the Airport the same terms and conditions. The Award # 23344 replaces Award # 23237 and will start February 14, 2025.

Ms. O'Connor moved to authorize the purchase of gasoline using State of New York Contract for Gasoline (Award # 23344 effective February 14, 2025) to awarded vendor Buel Fuel, LLC. The motion was adopted unanimously.

### **10.3 Lease Two (2) Aviation Fuel Trucks Contract # LFV-1231**

Ms. Herrmann recommended authorization to Lease Two (2) Aviation Fuel Trucks under Contract # LFV-1231 from RampMaster, 211 W. Stewart Huston Drive, Coatesville, PA 19320 in the amounts of : One (1) 7,000 Gallon Refueler: \$5,258.06/month; and One (1) 10,000 Gallon Refueler: \$9,775.00/month

She advised the fuel trucks being replaced are over 15 years old and are frequently out of service which puts a strain on our refueling operations, particularly in the winter months.

Mr. Nardacci moved to authorize the Lease of Two (2) Aviation Fuel Trucks under Contract # LFV-1231 from RampMaster, in the amounts of : One (1) 7,000 Gallon Refueler: \$5,258.06/month; and One (1) 10,000 Gallon Refueler: \$9,775.00/month. The motion was adopted unanimously.

### **10.4 Purchase Order: Four (4) Light Towers**

Ms. Herrmann recommended authorization to purchase Four (4) Light Towers from Sunbelt Rentals, Inc. for \$12,599.00 ea for a total of \$50,396.00. She advised the four (4) portable light towers are to be used in parking lots, construction areas, front of the Main Terminal, etc. Three price quotes were received for the requested generator powered units. NYS OGS Contract for these units is for rental and not direct purchase and these will replace older tower units that are no longer in service.

Mr. Pichardo moved to authorize the purchase of Four (4) Light Towers from Sunbelt Rentals, Inc. for \$12,599.00 ea for a total of \$50,396.00. The motion was adopted unanimously.





**10.5 Concession Contract: Authorization to award Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer**

Ms. Chadderdon recommended authorization to award Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer. She advised that in the beginning of 2018, the Authority determined Ready Credit Corporation was the concessionaire preferred by both Airlines and Airport and is effectively a sole source provider in Airports. The Authority received requests from Airlines to install a cash to payment card kiosk due to their inability to accept cash payment. The essential terms of the customer transaction are: card is issued and activated with funds immediately available to spend; Funds can be spent anywhere in the world that accepts Visa; card purchase fee is only \$6.00; no transaction fees, no monthly fees – customer retains 100% of all funds; card load limit up to \$1,000; and Funds are protected if card is lost or stolen – with receipt. The Airport will receive 10% of the monthly gross card issuance fee.

Ms. O'Connor moved to approve the Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer. The motion was adopted unanimously.

**10.6 Professional Service Contract: 3-Year Contract Extension: Amendment No. 8 to Professional Services Contract No. S371: Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany**

Ms. Quinn recommended authorization to award Amendment No. 8 to Professional Services Contract No. S371: Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany in the base contract amount of \$141,533.69/yr. She advised we are requesting a three-year extension of the current contract with the Albany County Convention and Visitors Bureau, Inc. (ACCVB) for the continued operation of the Airport's Information Desk. The extended term will be for calendar years 2025-2027. The ACCVB provides service to travelers requesting travel and Airport information. The fee to the ACCVB for year 2025 shall be \$141,533.69 and it will be increased each year by an amount not to exceed 2% to be mutually agreed.

Mr. Nardacci moved to approve Amendment No. 8 to Professional Services Contract No. S371 - Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany in the base contract amount of \$141,533.69/yr. and it will be increased each year by an amount not to exceed 2% to be mutually agreed. The motion was adopted unanimously.





#### **10.7 Authorization for an Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and Avports ALB, LLC Contract No. 22-1120-AM**

Ms. Quinn recommended Authorization for an Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and Avports ALB, LLC Contract No. 22-1120-AM

She advised Amendment No. 1, approved at a meeting of the Board on October 15, 2024, provided that the end of the Initial Term would be extended from December 31, 2024 to September 30, 2025. It further provided that the parties were to negotiate, in good faith, the continuing terms of the agreement to include, among other things, a Performance Management Framework.

Authorization is requested for Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and AvPorts ALB LLC. The requested Amendment No. 2 will allow modifications which include an extension of the renewal term, termination for convenience, termination assistance, Performance Management Framework and enhanced communication related to staffing and operations at the Airport. Schedule B - Fee Schedule shall be amended to reflect a fixed annual increase to the base management fee of 3% and removing an adjustment based on CPI.

Ms. Thayer moved to authorize Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and AvPorts ALB LLC. The motion was adopted unanimously.

### **11 Authorization of Change Orders**

#### **11.1 Construction Contract: Authorization of Change Order #1 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC**

Mr. LaClair recommended authorization to award Change Order #1 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC. in the amount of \$80,789.00. He advised the contract drawings had conflicting measurements for the installation of the foundations for the two new Passenger Boarding Bridges (PBB). This discrepancy caused the PBB fabricator (Oshkosh/ JBT) to fabricate two new passenger tubes that connect Concourse A to the rotunda where the PBB pivots, because the original fabricated sections were short. This work needs to be done now to maintain the project schedule.

Mr. Pichardo moved to authorize the award of Change Order No. 1 for construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC. in the amount of \$80,789.00. The motion was adopted unanimously.



**11.2 Change Orders 1 & 2: Authorization to Award Contract Change Orders 1 & 2 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.**

Mr. LaClair recommended authorization to award Change Orders 1 & 2 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC. in the amounts of Change Order No. 1 \$37,371.00 and Change Order No. 2 \$169,821.00. He advised the work for Change Order No. 1 includes sprinkler piping to provide adequate fire protection for a temporary tunnel to accommodate the phased construction of the terminal expansion project and the work also includes necessary piping, valves and heads to provide the necessary fire protection; Change Order No. 2 is due to the need to change the pathway for the electrical service from the new backup generator to the existing electrical room in the Terminal. He advised the fire alarm needed to be relocated to remain active during the many phases of construction and it was determined to have the system permanently rerouted so that it would not interfere with the Terminal build out and would remain in the relocated position after construction and additional fire alarm units could be connected. The third item of work in Change Order No. 2 is for the material and labor to reconfigure the roof cornice at the tie-in to the existing Terminal to allow for an insulated connection to the Terminal without ripping up the roof.

Ms. O'Connor moved to approve Change Orders No. 1 in the amount of \$37,371.00 and Change Order No. 2 in the amount of \$169,821.00. The motion was adopted unanimously.

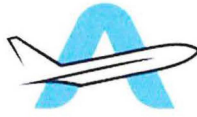
**12. Authorization of Federal and State Grants**

**12.1 Grant Agreement: Authorization to Accept Federal and State Grants – Concourse A Modernization**

Ms. Quinn recommended authorization to accept both federal and state grant funding for Concourse A Modernization project. She advised this grant is awarded through the Bipartisan Infrastructure Law funding source for the FAA's Fiscal Year 2024. The funding split is 90% federal, 5% state and 5% local. Reference is made to Agenda Item No. 12.1 presented to and approved by the Board on August 12, 2024. The August 12, 2024 item contemplated acceptance of FAA funding alone and did not include the 5% state and 5% local shares for the remainder of the estimated project cost.

Ms. O'Connor moved to approve the acceptance of both federal and state grant funding for Concourse A Modernization project. The motion was adopted unanimously.

**13. Informational Only**



#### **14. Air Service Incentive Program (ASIP) 2023-2024; and Air Service Incentive Program 2025**

Mr. O'Donnell recommended authorization to approve the 2023-24 Air Service Incentive Program (ASIP) and the 2025 ASIP. He advised under the 2023-24 ASIP, American and Avelo are eligible for incentives for landing fees, terminal rents, boarding bridges, apron fees, fuel fees and marketing. Authorization grants approval to credit the participating airlines for the eligible incentives.

The 2025 Air Service Incentive Program (ASIP) will replace the 2023-24 ASIP and is designed to continue to support the attraction of new airline entrants and new service to underserved targeted destinations. The revisions reflect the Airport's evolving Air Service Development Goals based upon the success of prior Air Service Incentive Programs and will be for 2025.

This authorization also permits the Authority to reimburse the airlines for the marketing incentives as provided for in the ASIP up to the maximum allowable amount with proper documentation.

Ms. Thayer moved to approve the Air Service Incentive Program (ASIP) 2023-2024; and Air Service Incentive Program 2025. The motion was adopted unanimously.

**Old Business: None**

**New Business: None**

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

Chair Fresina made motion to go into executive session at 9:55 a.m. to discuss:

ES-1 – Matter Involving a Particular Corporation

The motion was adopted unanimously.

Mr. Pichardo made a motion to return to regular session. The motion was adopted unanimously.

Mr. Pichardo made a motion to accept the officers and committees as presented with the exception of amending the CIC committee to the following members: Steve Heider & Sari O'Connor, Committee Co-Chairs and Kevin Hicks as a member. The motion was adopted unanimously.

**There being no further business, the meeting was adjourned at 11:05 a.m.**





**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**February 10, 2025**

**General:**

- 3. Chairman's Remarks**
  - 1.1 Election of Officers**
- 4. Approval of Minutes**

**Regular Meeting – January 13, 2025**
- 5. Communications and Report of Chief Executive Officer**

**Reports:**

- 4. Chief Operating Officer**
- 5. Chief Financial Officer**
- 6. Project Development**
  - **Main Terminal Build out**
  - **A-Concourse**
  - **JetBridge A-6 & B-6**
  - **Elevator 9, 10 & 11 replacement**
  - **Building 79 Electrical Upgrade**
  - **Runway 1-19 Rehab**
  - **General Aviation Apron Reconstruction**
  - **Fuel farm Upgrades**
  - **Airport Traffic Signal Upgrade**
  - **Uncommon Grounds**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**
- 9A. Art & Culture Program**





**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Purchase Order: Purchase of Two (2) Airport Shuttle Buses**
  - 10.2 Authorization to make purchases using State of New York Contract: Gasoline (Award # 23344 effective February 14, 2025) Awarded Vendors: Buel Fuel, LLC**
  - 10.3 Lease Two (2) Aviation Fuel Trucks Contract # LFV-1231**
  - 10.4 Purchase Order: Four (4) Light Towers**
  - 10.5 Concession Contract: Authorization to award Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer**
  - 10.6 Professional Service Contract: 3-Year Contract Extension: Amendment No. 8 to Professional Services Contract No. S371: Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany**
  - 10.7 Authorization for an Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and Avports ALB, LLC Contract No. 22-1120-AM**
- 11. Authorization of Change Orders**
  - 11.1 Construction Contract: Authorization of Change Order #1 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC**
  - 11.2 Change Order 2: Authorization to Award Contract Change Order #2 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.**



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

**12.1 Grant Agreement: Authorization to Accept Federal and State Grants –  
Concourse A Modernization**

**13. Informational Only**

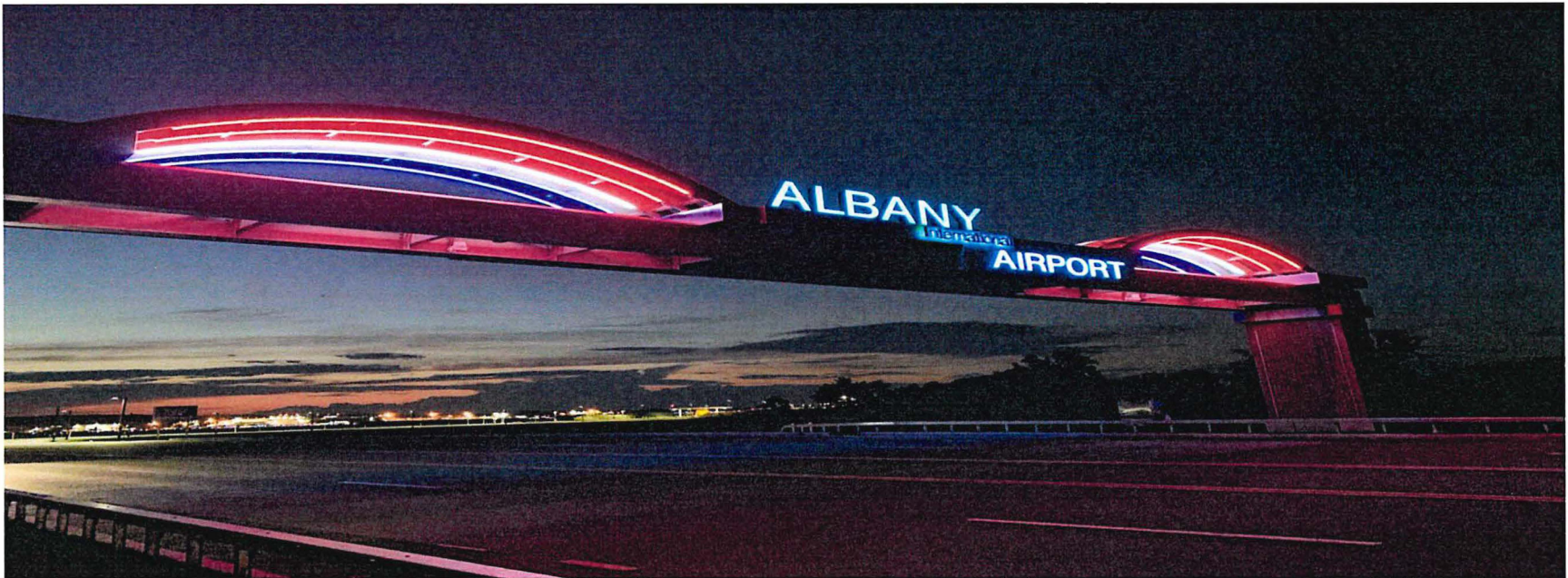
**14. Air Service Incentive Program (ASIP) 2023-2024;  
and Air Service Incentive Program (ASIP) 2025**

**Old Business:**

**New Business:**

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

**ES-1 Matter Involving a Particular Corporation**

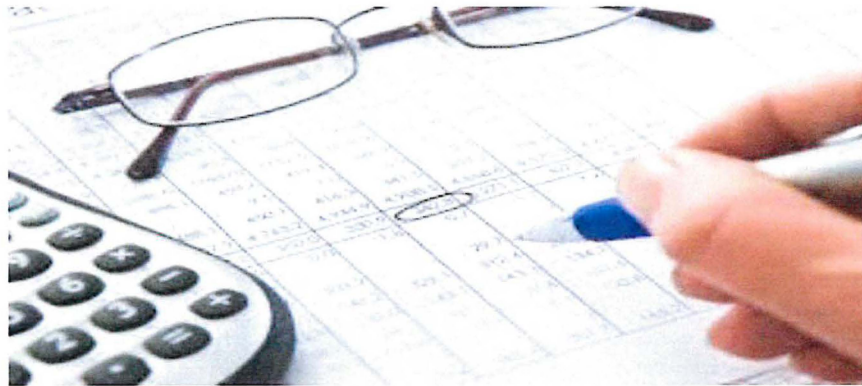


**February 2025**

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# **CEO/COO Report**







## *Breeze Airways Coming to ALB*

- **Nonstop Service to Raleigh Durham, NC (RDU)**
  - This flight continues on to Fort Myers, Florida (RSW)
  - Begins June 5<sup>th</sup> - Thursdays and Sundays
- **Nonstop Service to Charleston, South Carolina (CHS)**
  - Begins June 13<sup>th</sup> – Mondays and Fridays

# *Allegiant Airlines to SRQ*

- Begins February 14<sup>th</sup> – Fridays and Mondays
- Nonstop Service to Sarasota – Bradenton International Airport







# NYS Grants

- 1)
    - Replacement of three (3) jet bridge pre-conditioned air systems.
    - Replacement of one (1) mobile pre-conditioned air system.
    - Two (2) baggage lifts were also included in the grant.
    - Value: \$1.3 million
  - 2)
    - Energy-efficient heat pumps and ductless split systems
    - Value: \$900.000
-



# *ALB Maintenance Operation*

- Piedmont
- CommuteAir
- New York State Police
- Lansing
- Warbird Factory
- Cape Air





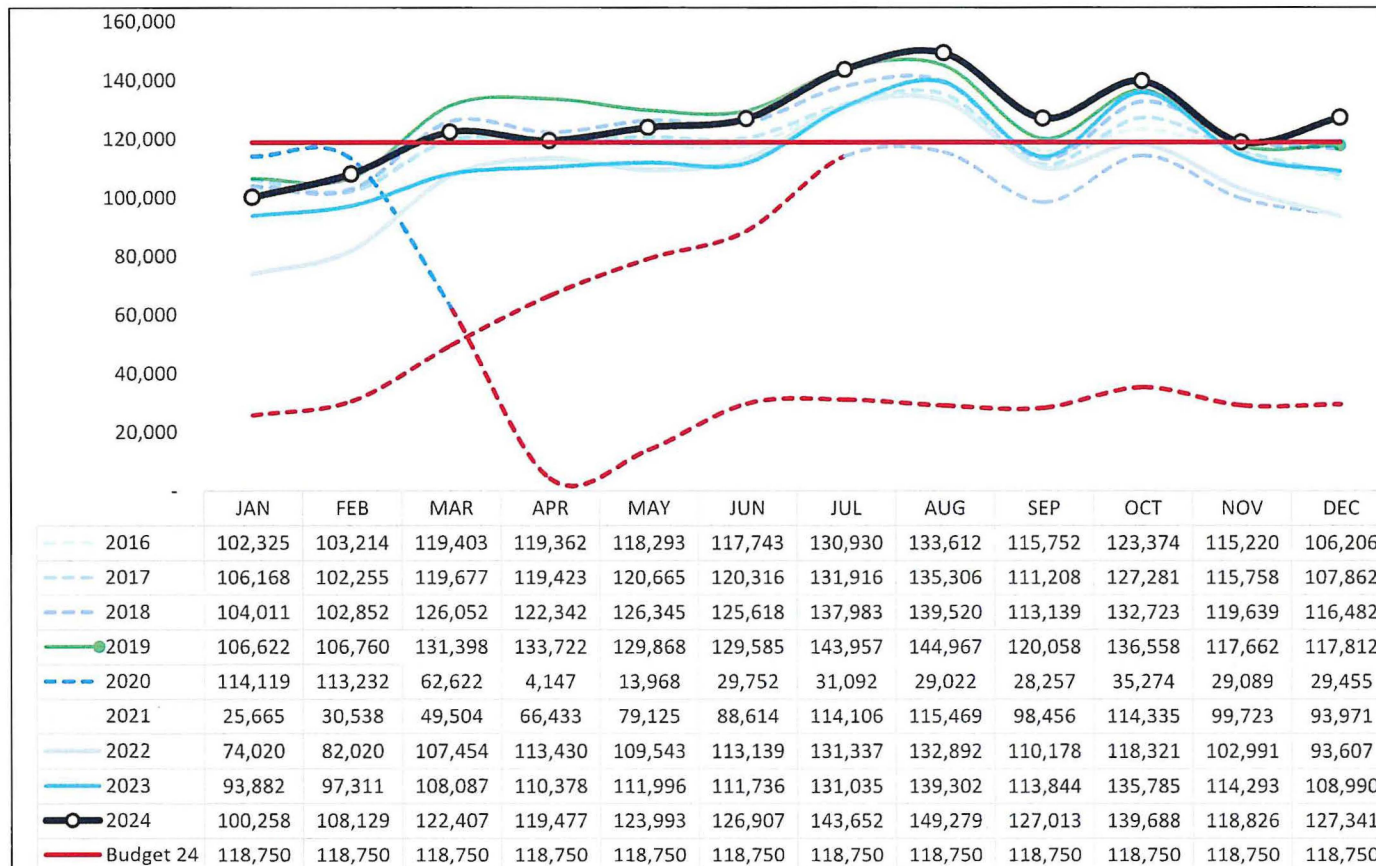


## FINANCIAL REPORT

December 2024 (unaudited)

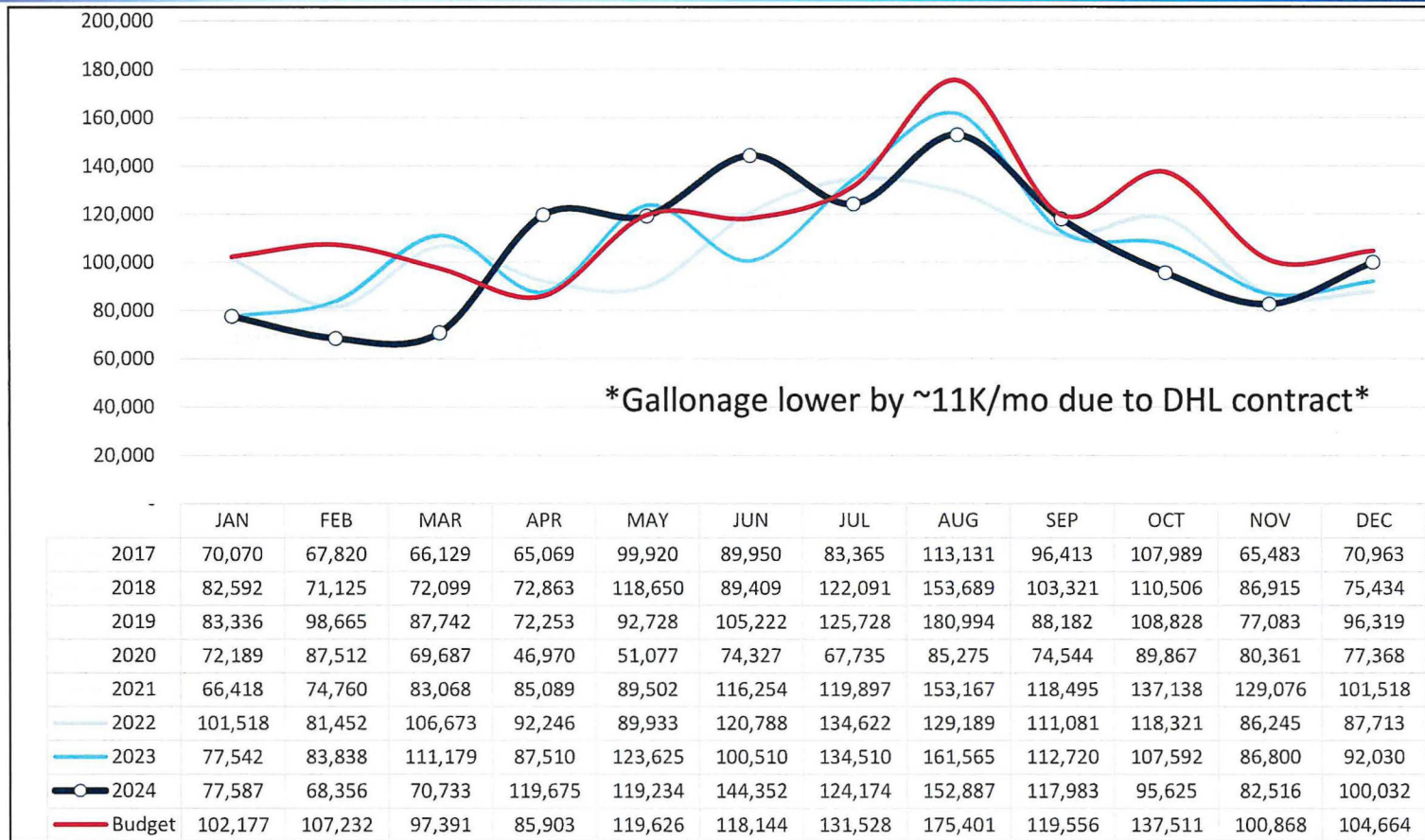
February 10, 2025

# Monthly Enplanements



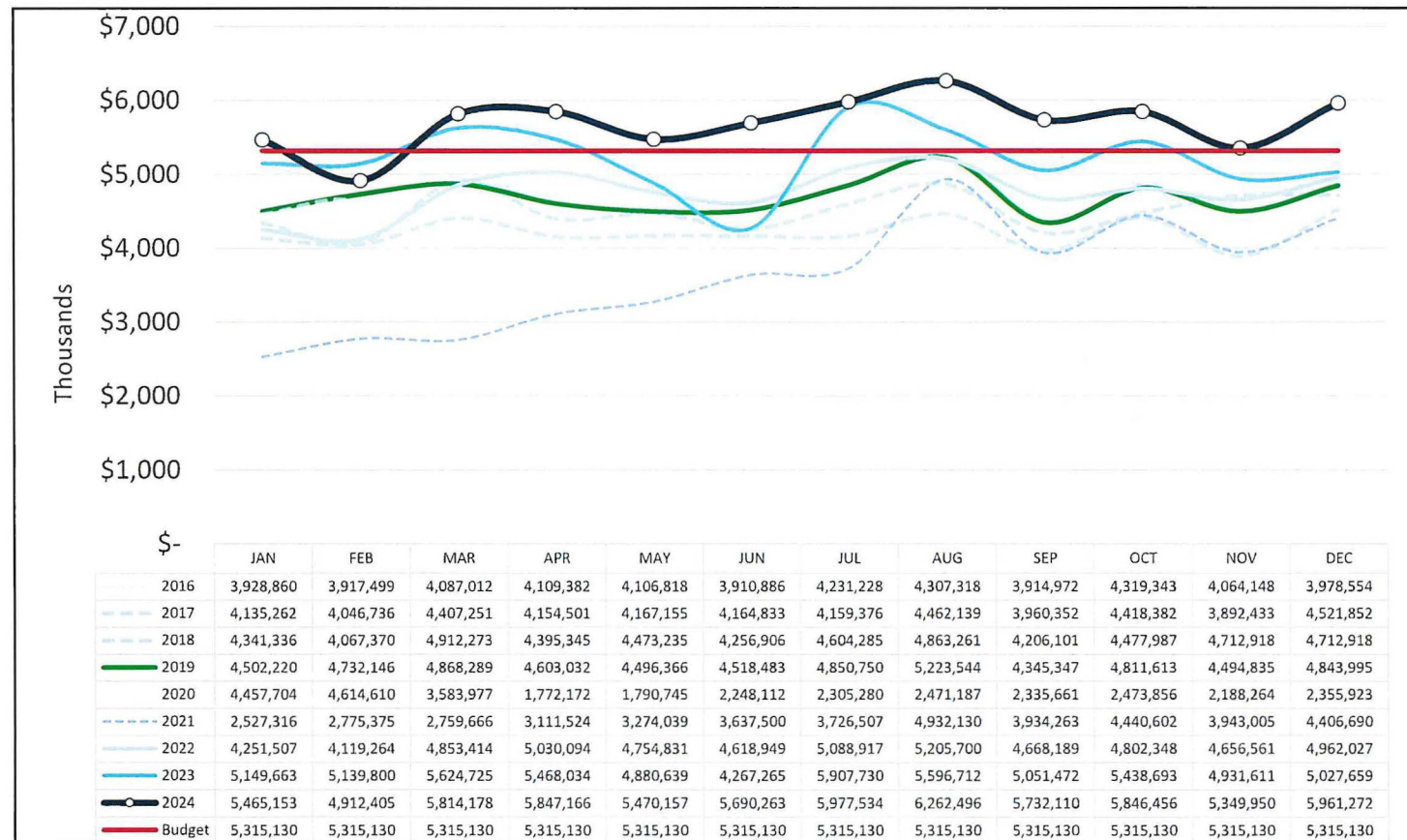
**Annual**  
 1,405,434  
 1,417,835  
 1,466,706  
 1,518,969  
 520,029  
 975,939  
 1,288,932  
 1,376,639  
 1,507,130

## Monthly Jet A FBO only (gallons)

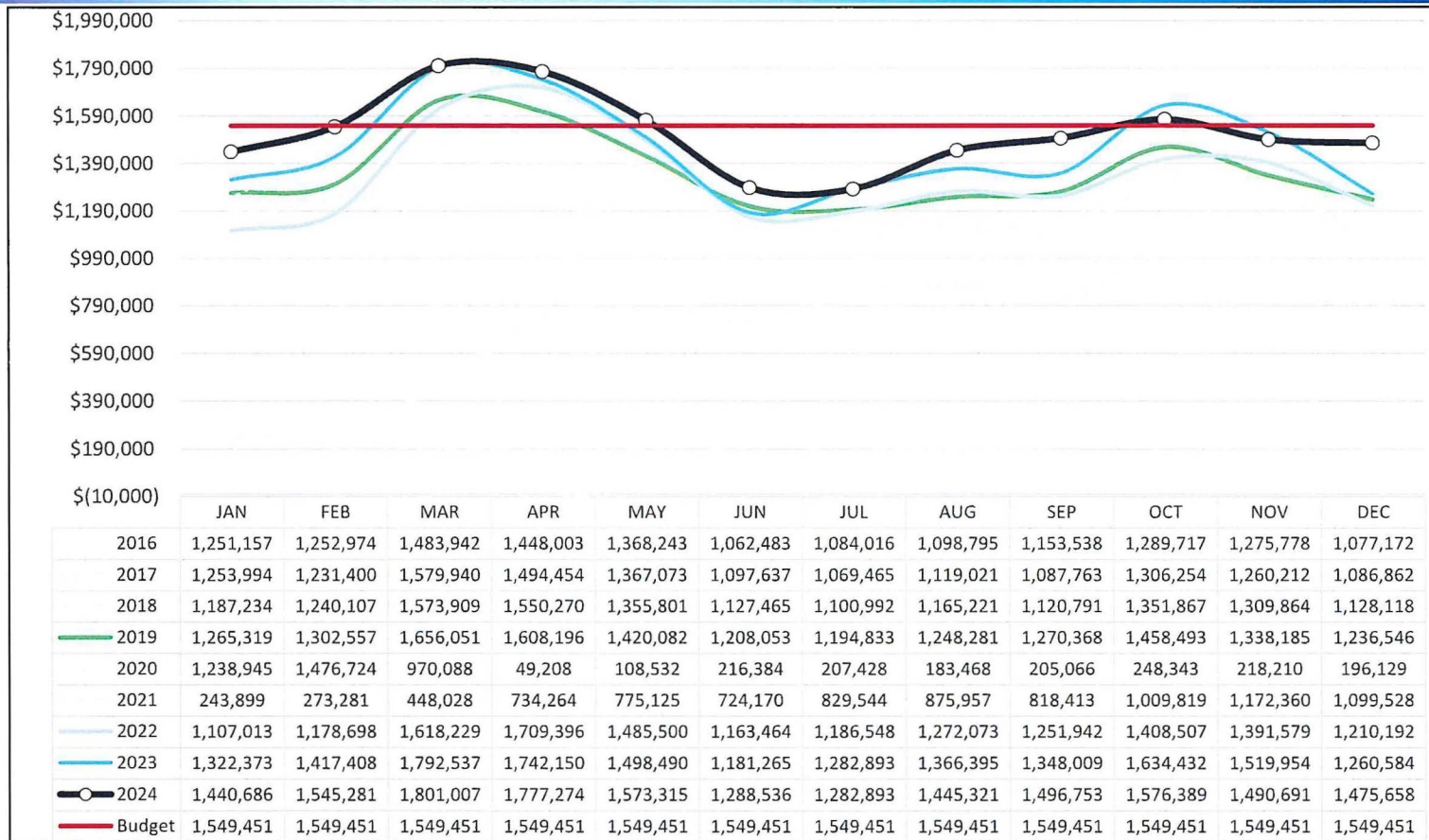




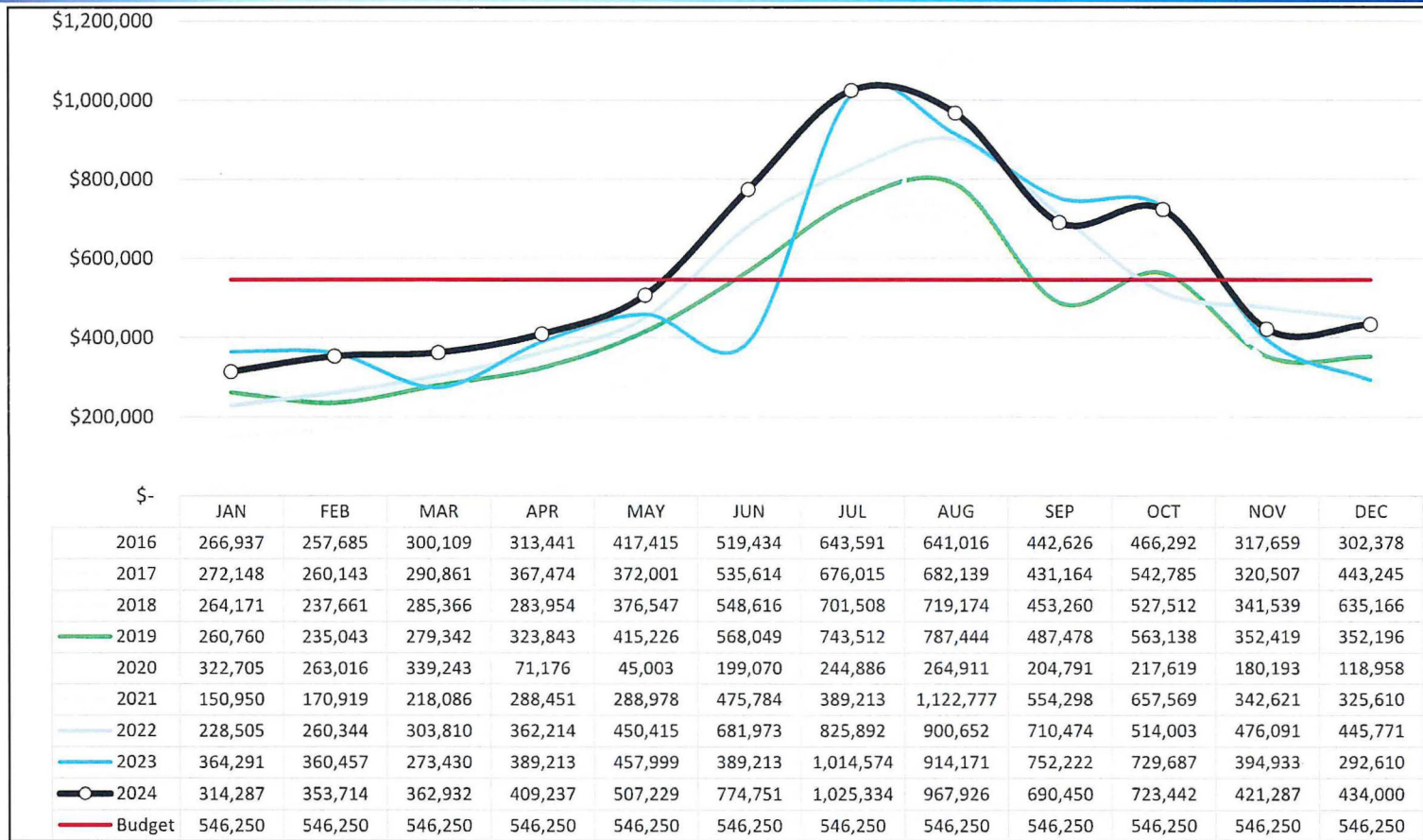
## Operating Revenue (including FBO)



## Parking Revenues

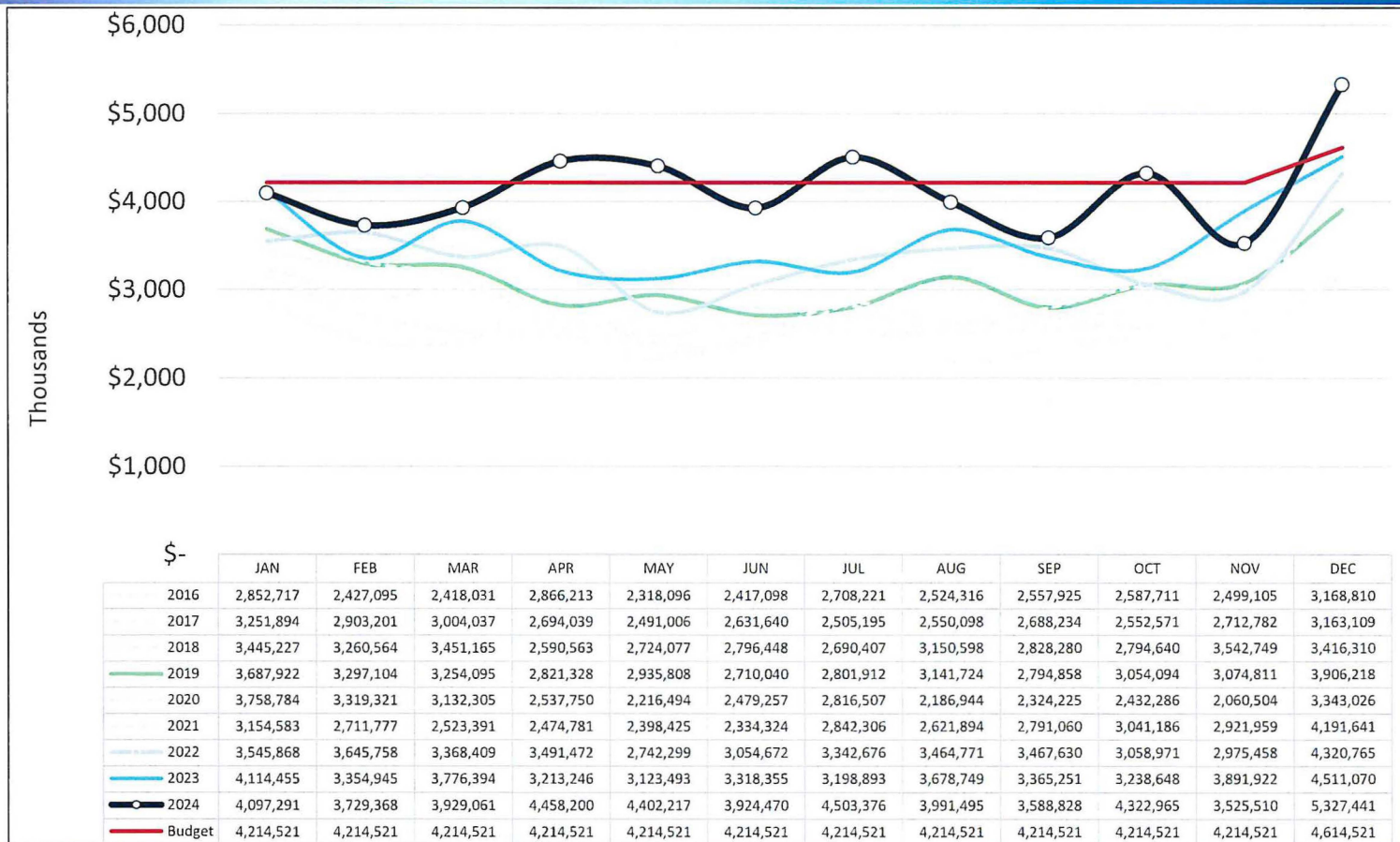


## Rental Car Revenues





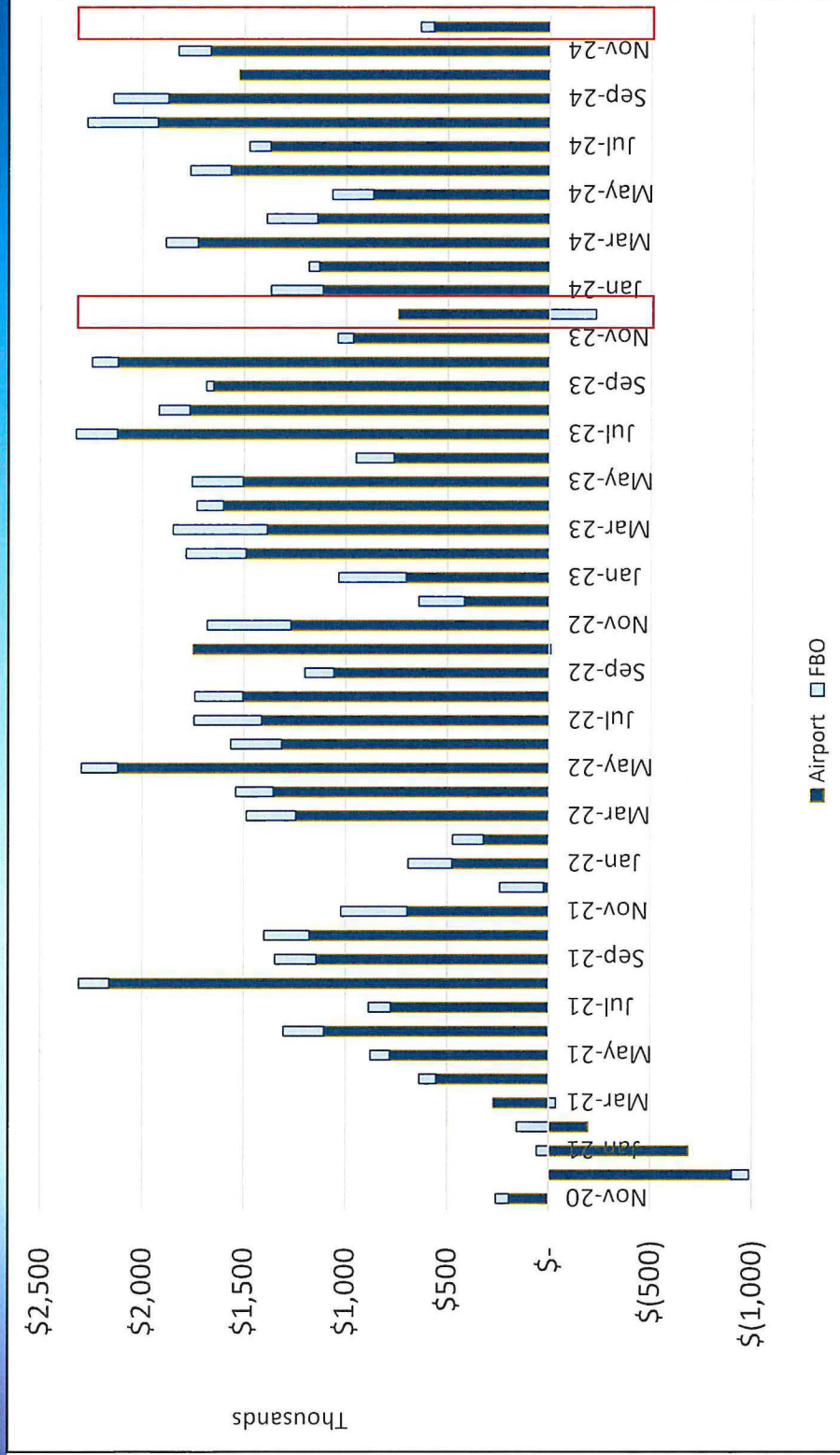
## Operating Expense (including FBO)



Annual  
 31,345,338  
 33,147,806  
 36,691,028  
 37,479,914  
 32,607,403  
 34,007,327  
 40,478,749  
 42,785,421  
 49,800,222

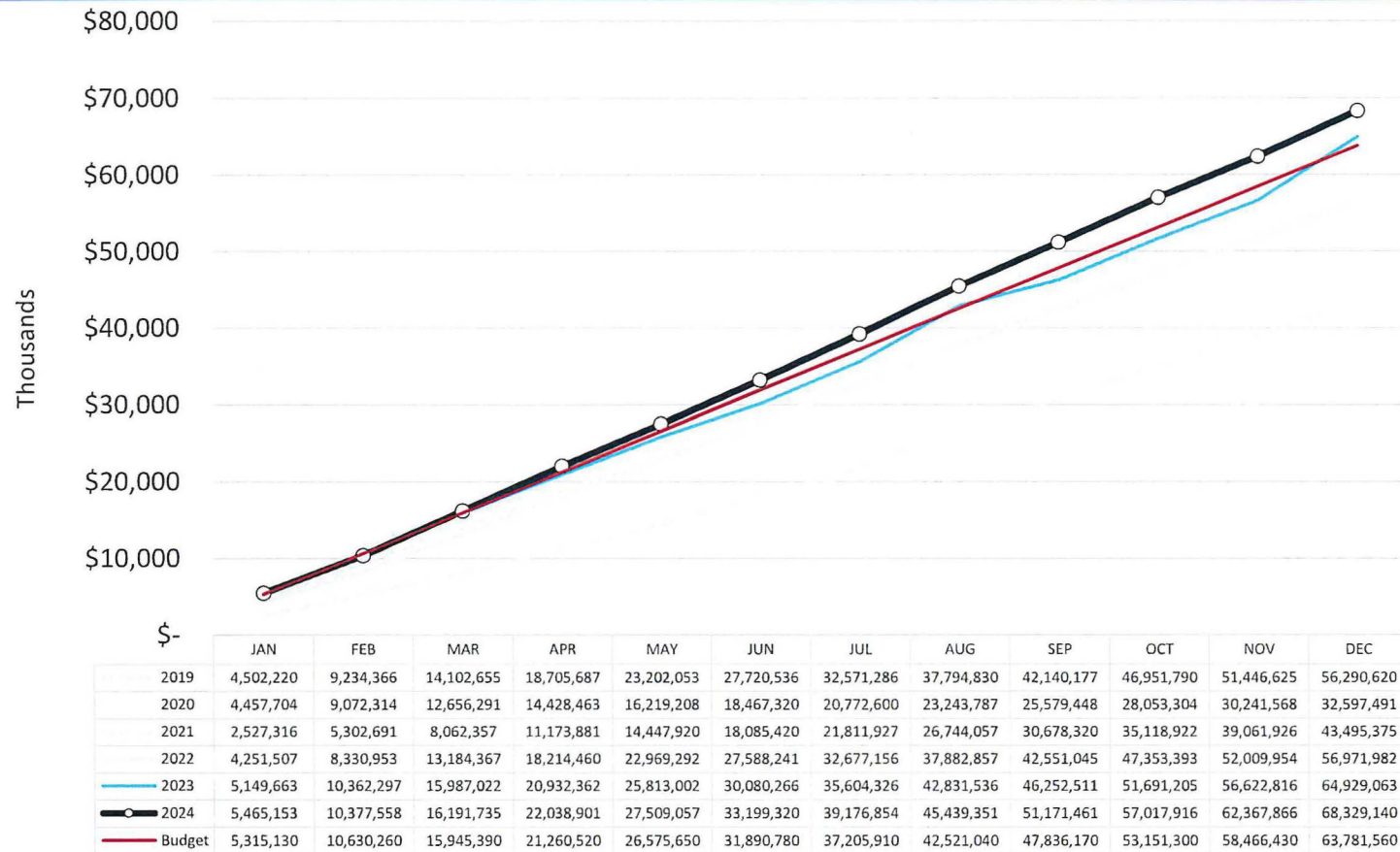


## Operating Net Profit, Airport and FBO





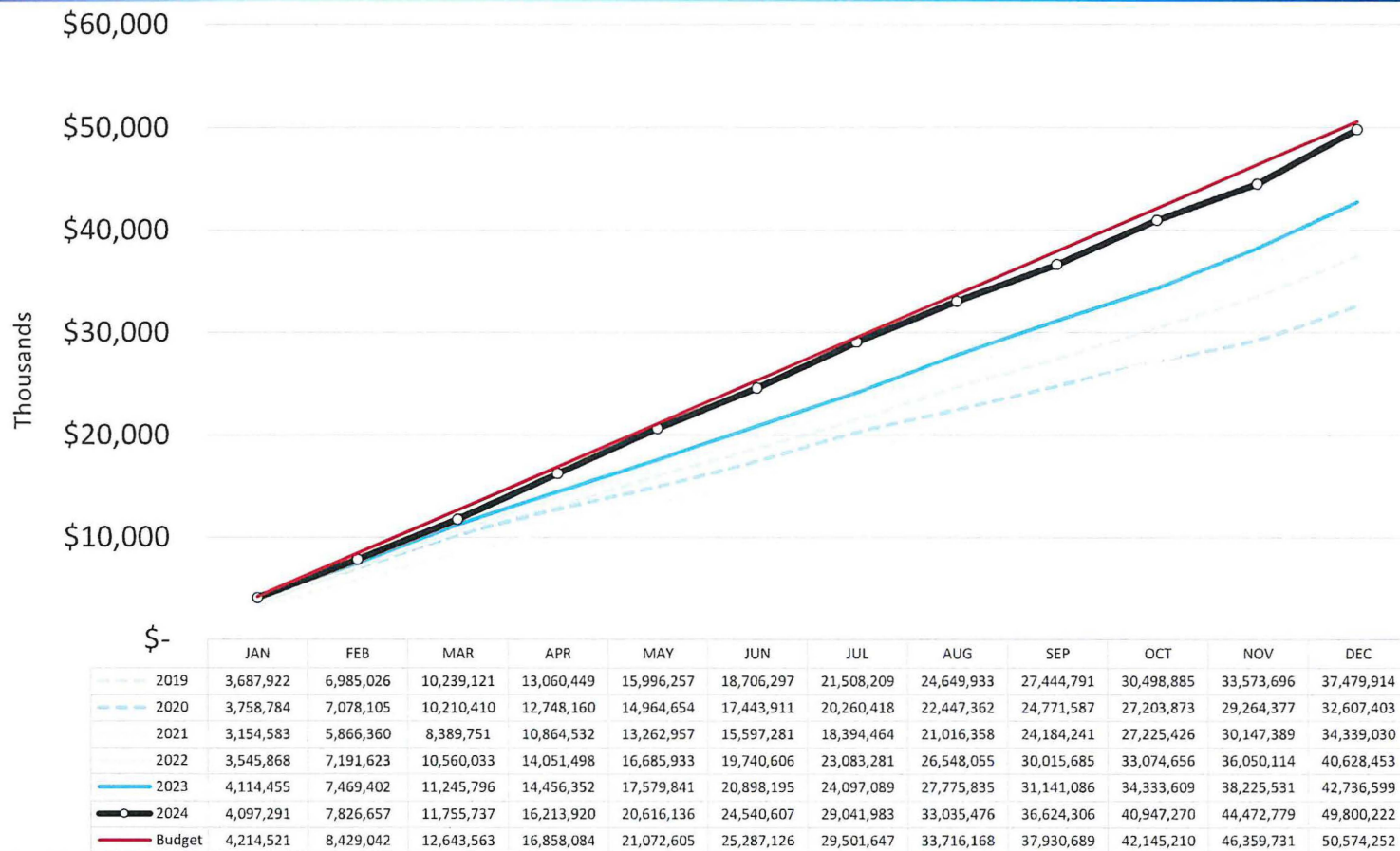
## YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)







## YTD Operating Expense vs. YTD Budget (including FBO)



## Line of Credit Draws



	Draw Date	Amount	Repayment Date
LOC Draw 01	8-Mar-24	\$ 984,381.73	12-Aug-24
LOC Draw 02	8-Mar-24	761,816.97	2-Apr-24
LOC Draw 03	20-Mar-24	959,655.24	8-Apr-24
LOC Draw 04	9-May-24	2,152,308.12	1-Jul-24
LOC Draw 05	9-May-24	1,285,737.86	1-Jul-24
LOC Draw 06	14-Jun-24	2,586,897.15	2-Oct-24
LOC Draw 07	14-Jun-24	2,337,750.23	2-Oct-24
LOC Draw 08	22-Aug-24	4,055,372.75	16-Oct-24
LOC Draw 09	15-Nov-24	3,159,332.20	10-Jan-25
LOC Draw 10	23-Dec-24	1,554,653.15	
LOC Draw 11	16-Jan-25	2,712,734.22	
	Outstanding	4,267,387.37	

The line of credit renews on February 28, 2025 with a two year term expiring on February 28, 2027

## Airline Schedules



### Albany International Airport Airline and Direct Market Flights For the week of February 9, 2025

#### AIRLINE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Allegiant	2	1	1	2	3	4	4
American	12	12	10	11	13	14	12
Avelo		2				2	
Delta	7	8	8	8	8	8	7
Jet Blue	4	4	2	2	4	4	4
Southwest	9	10	9	9	12	12	17
United	8	8	8	8	8	9	8
	42	45	38	40	48	53	52

#### DIRECT MARKET

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Atlanta	2	3	3	3	3	3	3
Baltimore	4	4	4	4	4	4	6
Charlotte	3	3	3	3	3	3	3
Charlotte/Concord		1				1	
Chicago-Midway	1	1	1	1	1	1	1
Chicago-O'Hare	4	4	4	4	5	6	4
Dallas/Ft. Worth						1	1
Denver		1			1	1	1
Detroit	3	3	3	3	3	3	3
Fort Lauderdale	2	2	1	1	3	3	3
Ft. Meyers							1
Las Vegas	1	1	1	1	1	1	1
Miami							1
Myrtle Beach						1	
New York LaGuardia	2	2	2	2	2	2	1
Newark	2	2	2	2	2	2	2
Orlando	4	4	3	3	5	5	6
Orlando/Sanford	1				1		1
Philadelphia	3	3	1	2	3	3	3
Punta Gorda	1		1	1	1	1	1
Raleigh Durham		1				1	
Sarasota Bradenton						1	2
St. Petersburg		1		1	1	1	1
Tampa	1	1	1	1	1	1	1
Washington/Dulles	4	4	4	4	4	4	4
Washington/Reagan	4	4	4	4	4	4	2
	42	45	38	40	48	53	52





## **Status of Airline Use & Lease Agreement Renewal for January 1, 2026:**

- May 22, ALB Use & Lease Kickoff Meeting w Signatory Airlines
- Jun 27, ALB Use & Lease Second Meeting
- Jul 25, ALB Use & Lease Third Meeting
- Aug 26, ALB Use & Lease Fourth Meeting, w 2025 Rates & Charges
- Sep 23, ALB Use & Lease Fifth Meeting, w 2025 Rates & Charges
- Oct 16, ALB Use & Lease Sixth Meeting
- Nov 20, ALB Use & Lease Seventh Meeting
- Dec 18, ALB Use & Lease Eighth Meeting
- February 27, 2025 Meeting to discuss redline version of agreement

## **Next month Board Meeting:**

- Presentation and request to purchase credits from a solar field for electricity resulting in a 10% savings in electric costs – approx. \$180,000 a year

Thank You



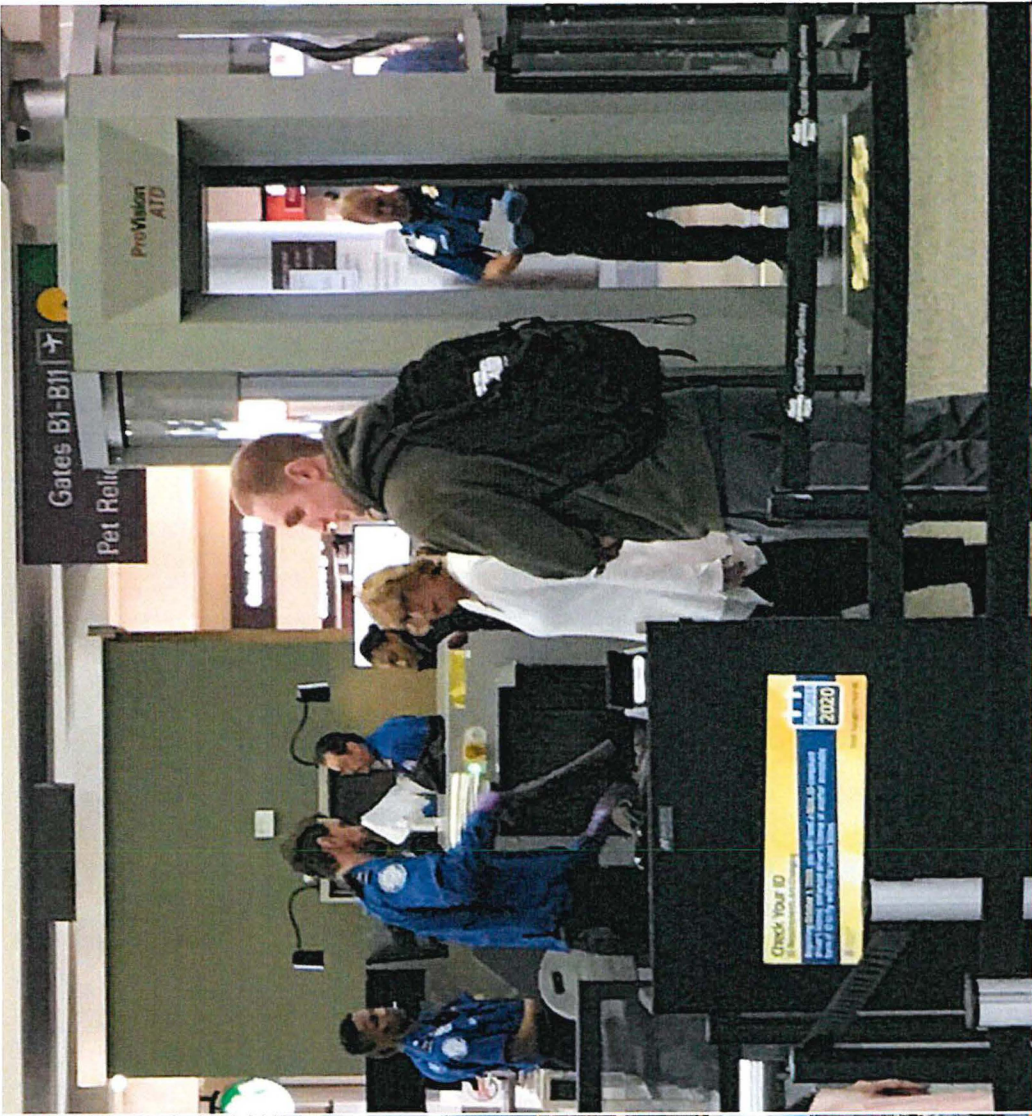


**ALBANY**  
INTERNATIONAL AIRPORT

# Project Development



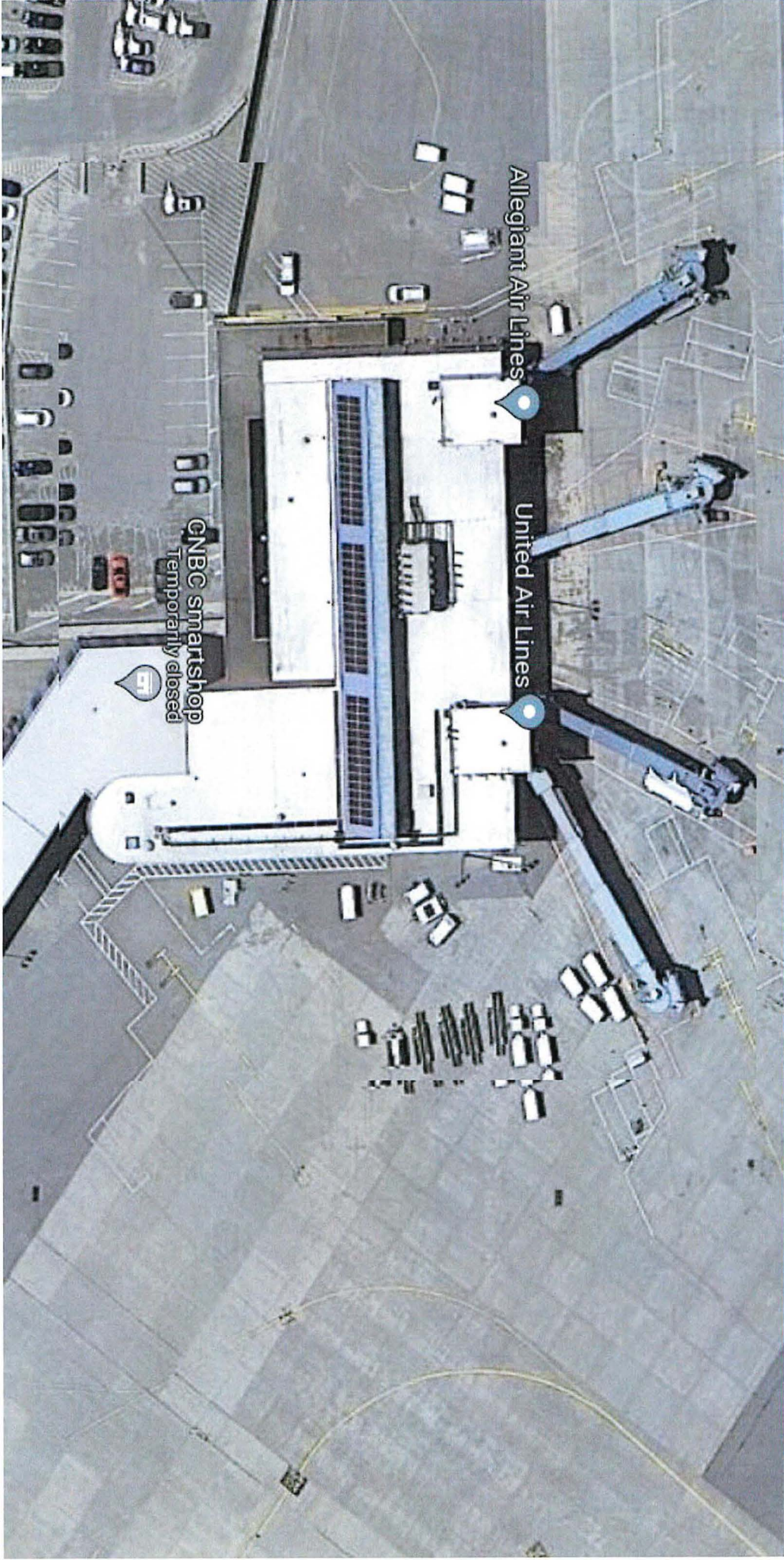




# Terminal & Checkpoint Expansion







# Concourse A Rehabilitation







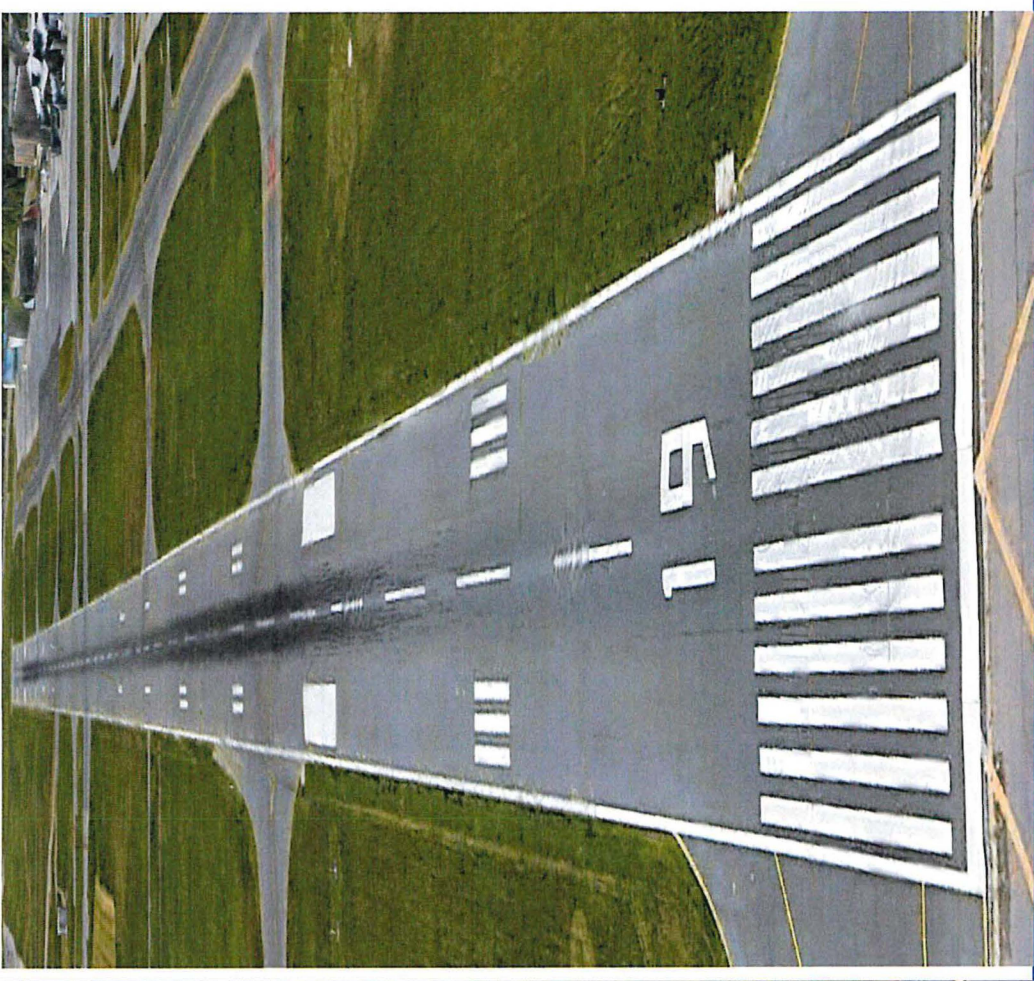
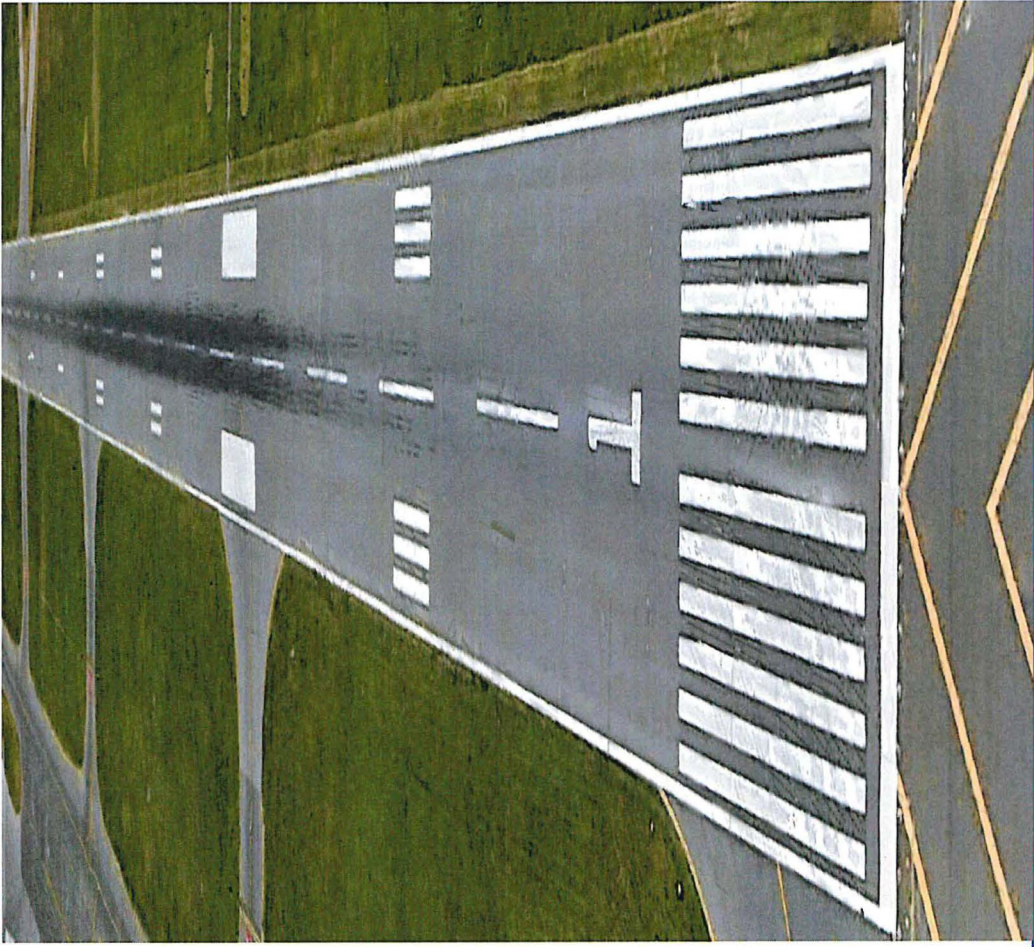
## Building 79 Electrical Upgrade





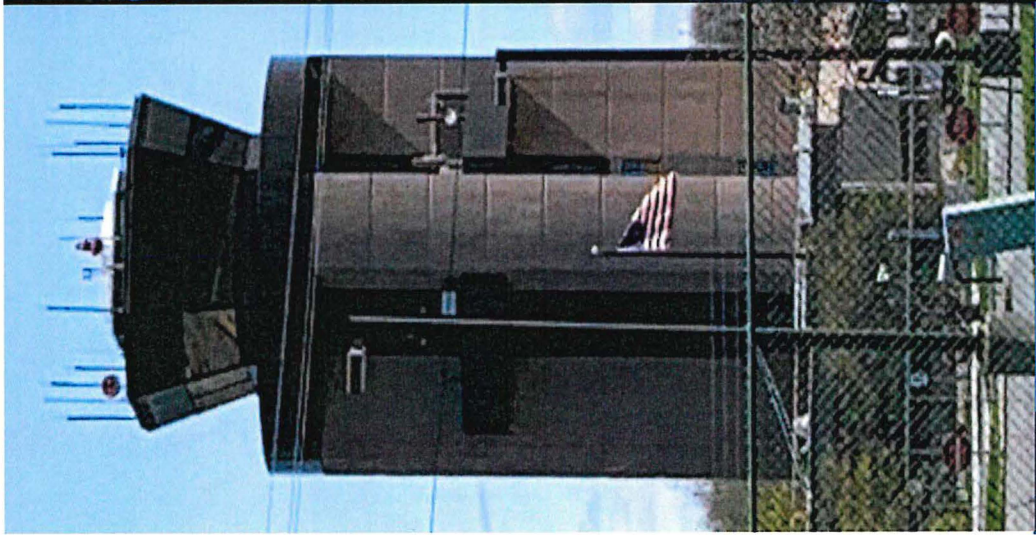
## Replacement of Boarding Bridges A-6 & B-6





**Runway 01-19 Pavement Rehab, Lighting, and Perimeter Road**





# Air Traffic Control Tower - HVAC





## Elevators 9, 10, and 11 Replacement





# GA Apron Project





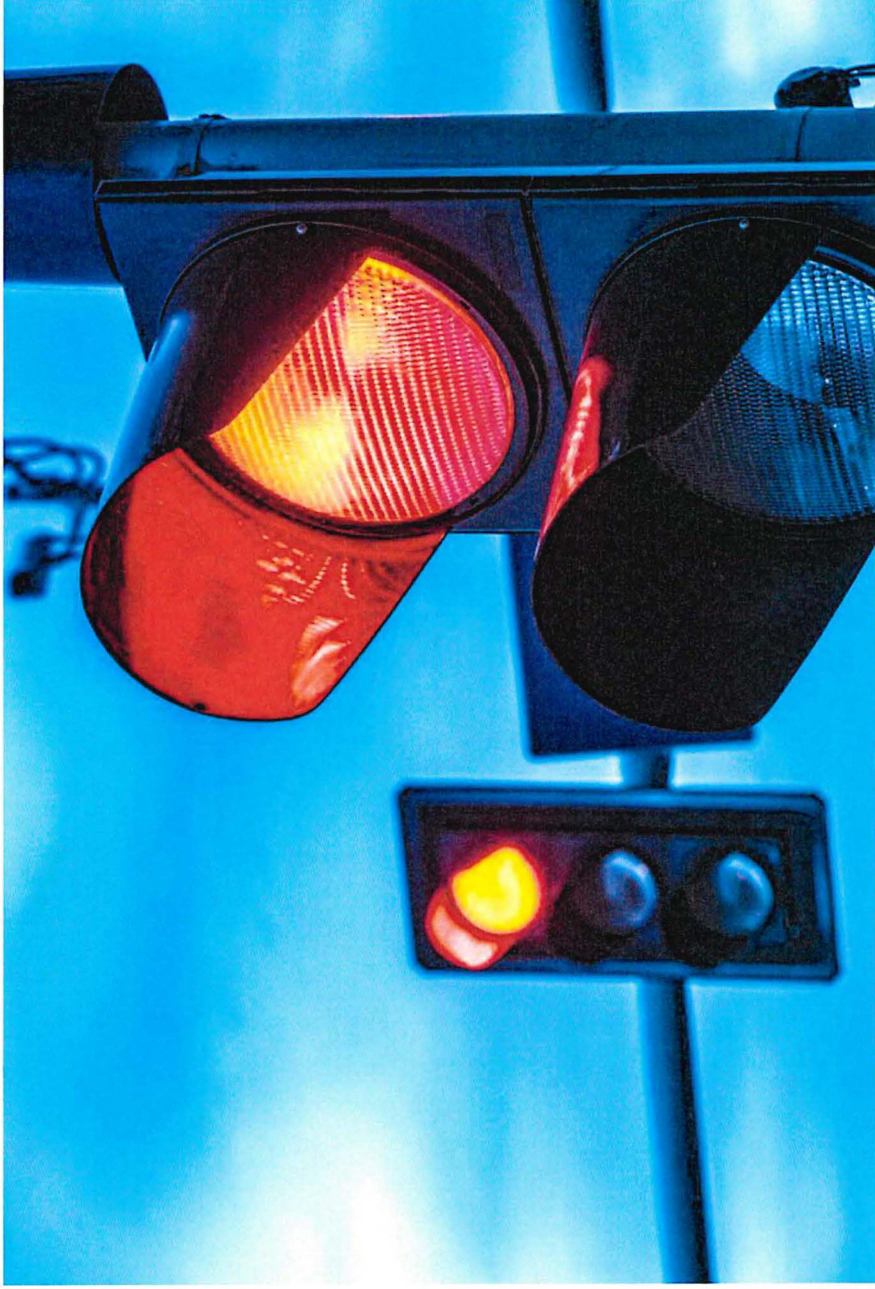
Uncommon Grounds





## Fuel Farm Upgrades





**Albany Shaker and Terminal Road Signal Upgrade**



# Art and Cultural Program

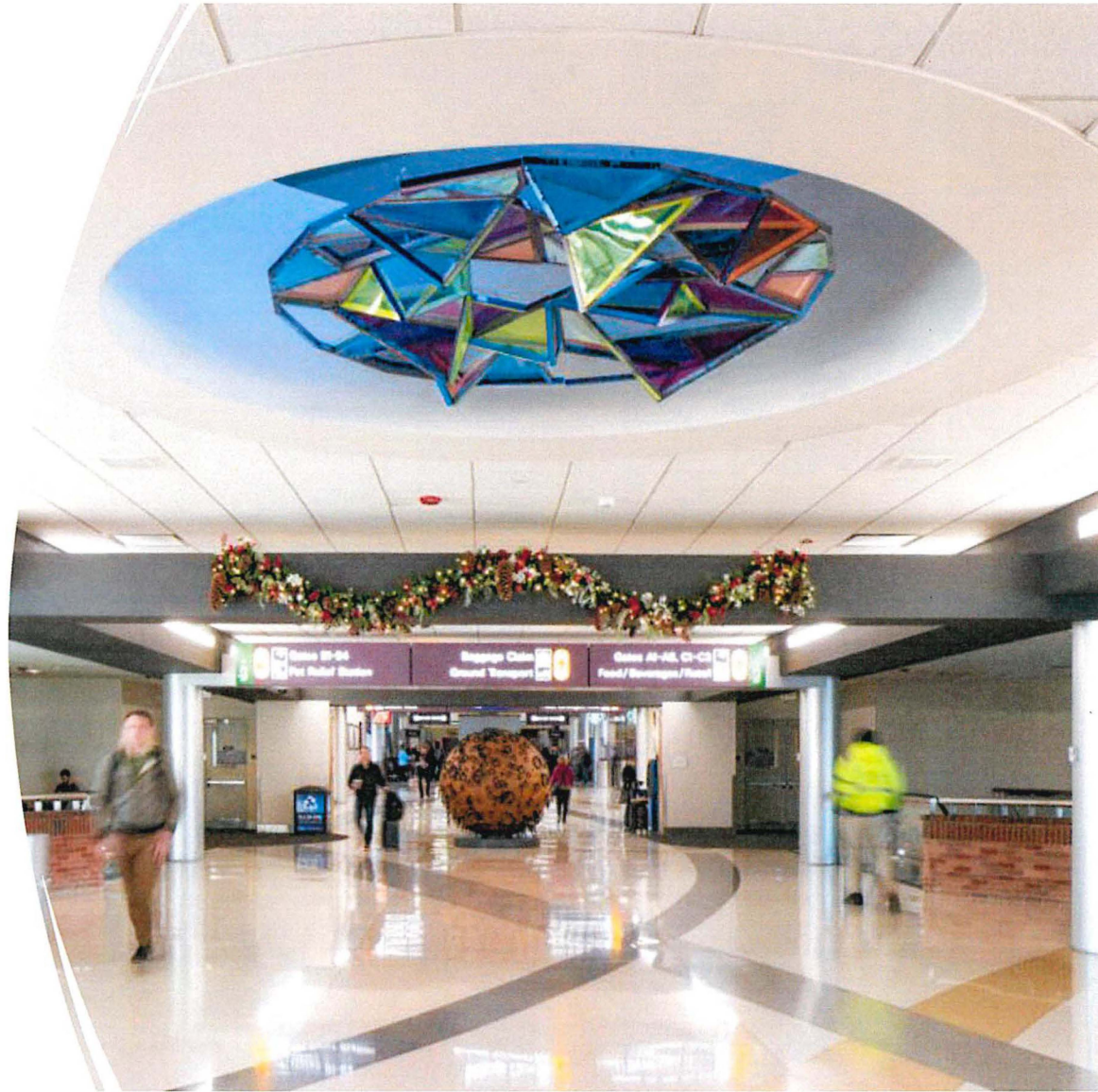
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Kathy Greenwood, Director

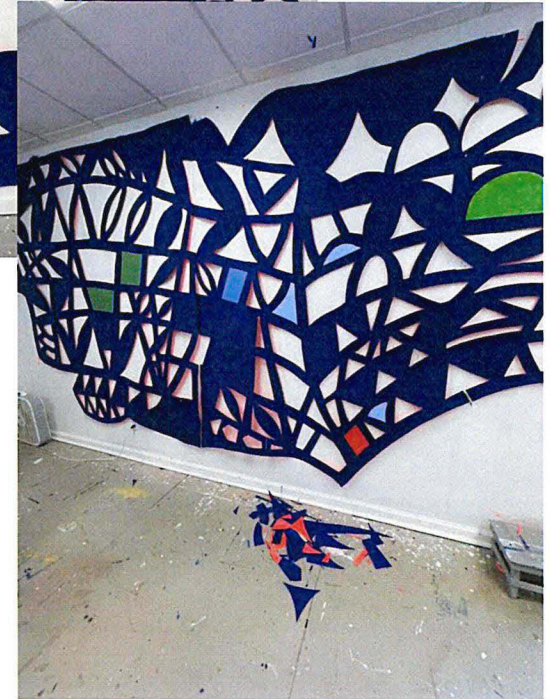
## ART & CULTURE PROGRAM

ALBANY INTERNATIONAL AIRPORT

25 YEARS OF MAKING  
ART PUBLIC







## Ruby Palmer *Treasure Map*

In Partnership with SW Airlines Repurpose with Purpose

Stitched, cut, assembled Eco Leather, paint  
Installation anticipated March 4, 2025  
Ticketing hall, adjacent to SW counters  
~ 15'h x 20'w



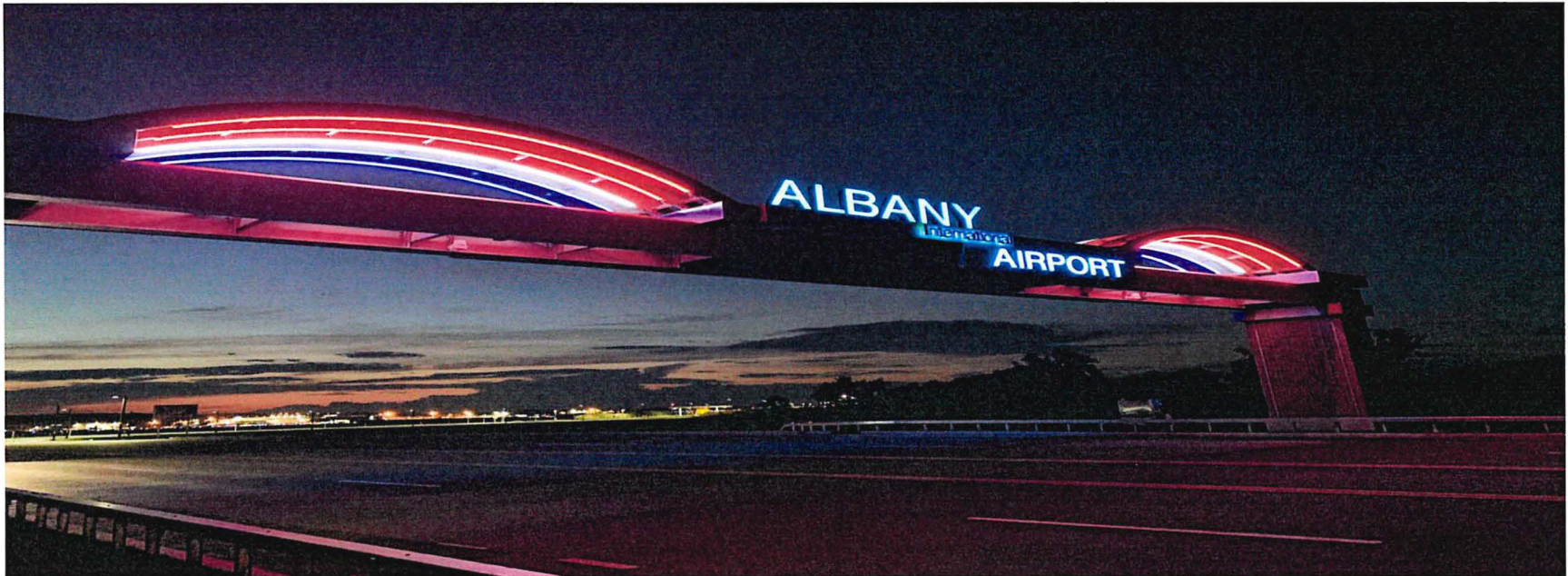


Gracelee Lawrence  
*Apple of Your Eye*

Children's Play Area suspended sculpture  
PLA printed components in progress







**February 2025**

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**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**February 10, 2025**

**General:**

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

**Regular Meeting – January 13, 2025**
- 3. Communications and Report of Chief Executive Officer**

**Reports:**

- 4. Chief Operating Officer**
- 5. Chief Financial Officer**
- 6. Project Development**
  - Main Terminal Build out**
  - A-Concourse**
  - JetBridge A-6 & B-6**
  - Elevator 9, 10 & 11 replacement**
  - Building 79 Electrical Upgrade**
  - Runway 1-19 Rehab**
  - General Aviation Apron Reconstruction**
  - Fuel farm Upgrades**
  - Airport Traffic Signal Upgrade**
  - Uncommon Grounds**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**



**9A. Art & Culture Program**

**Action Items:**

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

**10.1 Purchase Order: Purchase of Two (2) Airport Shuttle Buses**

**10.2 Authorization to make purchases using State of New York Contract: Gasoline (Award # 23344 effective February 14, 2025) Awarded Vendors: Buel Fuel, LLC**

**10.3 Lease Two (2) Aviation Fuel Trucks Contract # LFV-1231**

**10.4 Purchase Order: Four (4) Light Towers**

**10.5 Concession Contract: Authorization to award Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer**

**10.6 Professional Service Contract: 3-Year Contract Extension: Amendment No. 8 to Professional Services Contract No. S371: Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany**

**10.7 Authorization for an Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and Avports ALB, LLC Contract No. 22-1120-AM**

**11. Authorization of Change Orders**

**11.1 Construction Contract: Authorization of Change Order #1 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC**

**11.2 Change Order 2: Authorization to Award Contract Change Order #2 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.**



## **AGENDA ITEM NO. 1**

### **Chairman's Remarks**

## **AGENDA ITEM NO. 1.1**

**Albany County Airport  
Authority Officers**





**01/13/2025 Election of Officers  
deferred to February 10, 2025  
ACAA Board Meeting.**

**ALBANY COUNTY AIRPORT AUTHORITY 2025 OFFICERS**

Chair Samuel A. Fresina (Appointed 01/05/2021)  
Kevin R. Hicks, Sr., Vice-Chair (Elected 02/01/2021)  
Thomas A. Nardacci, Treasurer (Elected 12/05/2022)  
Steven H. Heider, Secretary (Elected 10/07/2019)

**ACAA Elected Officers Approved  
2/10/2025**

**ACAA Committee Assignments per  
Chairman Approved 02/10/2025**

**2025 COMMITTEE ASSIGNMENTS**

**Finance & Administration (Established: January 10, 1994)**

Kevin Hicks, Chair  
Sari M. O'Connor  
Thomas A. Nardacci

**Audit (Established: May 1, 2006) CHARTER**

John-Raphael Pichardo, Chair  
Steven H. Heider  
Janet M. Thayer

**Personnel (Established: January 10, 1994)**

John-Raphael Pichardo, Chair  
Sari M. O'Connor  
Janet M. Thayer

**Operations (Established: January 10, 1994)**

Steven H. Heider, Chair  
Kevin R. Hicks, Sr.  
John-Raphael Pichardo

**By-Laws (Established: January 10, 1994)**

Kevin R. Hicks, Chair  
John-Raphael Pichardo  
Steven H. Heider

**Public Communications (Established: January 10, 1994)**

Thomas A. Nardacci, Chair  
Sari M. O'Connor  
Steven H. Heider

**Governance (Established: May 1, 2006) CHARTER**

Sari M. O'Connor, Chair  
Thomas A. Nardacci  
Janet M. Thayer

**Capital Improvements Committee (Established October 17, 2022) CHARTER**

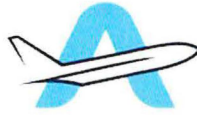
Sari M. O'Connor, Co-Chair  
Steven H. Heider, Co-Chair  
~~Thomas A. Nardacci~~  
~~John-Raphael Pichardo~~  
Kevin R. Hicks  
~~Janet M. Thayer~~

**\*Note Change to CIC Committee Members**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**





✓  
**ACAA Approved**  
**02/10/2025**

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

**January 13, 2025**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday January 13, 2025 @ 9:00 a.m. in the third floor conference room at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

**MEMBERS PRESENT**

Samuel A. Fresina  
Kevin R. Hicks, Sr. (via telephone)  
Steven H. Heider  
Thomas A. Nardacci  
Sari M. O'Connor  
John-Raphael Pichardo  
Janet M. Thayer (via telephone)

**MEMBERS ABSENT**

**STAFF**

Peter F. Stuto, Chief Executive Officer  
John A. O'Donnell, Chief Operating Officer  
Christine C. Quinn, Airport Counsel  
John LaClair, Chief Engineer  
Matt Mokey, Airport Engineer  
Margaret Herrmann, Acting Chief Financial Officer  
Liz Charland, Administrative Services  
Helen Chadderdon, Marketing Manager  
Jenn Munger, Paralegal  
Kathy Greenwood, Director of Arts & Exhibition  
Bobbi Matthews, Purchasing Agent

**ATTENDEES**

Arturo García-Alonso, AvPorts Chief Operating Officer  
Todd Pennington, Airport Manager, AvPorts  
Carmiena Brooks, Assistant Airport Manager, AvPorts  
Chief Dorsey, ARFF Fire Chief  
Perry Blanchard, AvPorts  
Chris Pasquini, AvPorts  
Kevin Hehir, AvPorts  
Ray Camilli, AvPorts  
Keith Neaton, AvPorts  
Bruce Treager, AvPorts  
Jim Thurber, AvPorts  
Josh Vautrin, AvPorts



Don Brundage, AvPorts  
Bob Baldwin, Kasselmann Electric  
Kevin Butterfield, Albany County Communications  
Chris Welsh, Public Attendee  
Larry Roulstin, Times Union

Chair Fresina noted that there was a quorum.

**General:**

**1. Chairman's Remarks**

Chair Fresina deferred the election of officers to February 10, 2025.

**2. Approval of Minutes**

Mr. Heider moved to approve the minutes of the December 9, 2024 meeting. The motion was adopted unanimously.

**Management Reports:**

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

Mr. Stuto presented a Communications and Chief Executive Officer's Report for the month of January, 2025 – (Power Point attached.). He thanked the Airfield Maintenance Department for all of their hard work and dedication in getting the runway lights back up and running.

**4. Chief Operating Officer**

Mr. O'Donnell presented the Chief Operating Officer's report for the month of January 2025 – (Power Point attached.)

**5. Chief Financial Officer Report**

Ms. Herrmann presented the Financial Report for the month of January 2025. (Power Point attached.)

**6. Project Development**

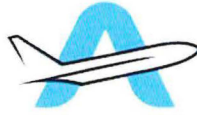
Mr. LaClair and Mr. Mokey presented the Project Development report for the month of January 2025. (Power Point attached.)

**7. Counsel**

**8. Concessions/Ambassador Program**

**9. Public Affairs**





#### **9a. Art & Culture**

Ms. Greenwood presented an Art & Culture report for the month of January 2025.  
(Power Point attached.)

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

##### **10.1 Authorization to enter into Contract 1127-FF+E with Quality Office Environments Rehabilitation of Concourse A - Furniture, Fixtures & Equipment**

Ms. Greenwood recommended authorization to award Contract 1127-FF+E for the purchase of furniture, fixtures and equipment for the Concourse A Expansion with Quality Office Environments in the amount of \$152,033.48. She advised this proposed contract was procured under a NYS OGS contract.

Mr. Heider moved to approve the award of Contract 1127-FF+E for the purchase of furniture, fixtures and equipment for the Concourse A Expansion with Quality Office Environments in the amount of \$152,033.48 contingent on staff review in conformance with the PLA criteria regarding installation. The motion was adopted unanimously.

##### **10.2 Amendment No. 1 to Contract No. S-22-1116 with Airport Rates and Charges Consultant ("Airport Consultant") to provide negotiation and advisory services in support of the renegotiations of the Signatory Airline Use and Lease Agreement ("ULA")**

Ms. Herrmann recommended authorization to approve Amendment No. 1 in the amount of \$75,000 for the extension and addition of additional fees to contract S-1116 with Airport Rates and Charges Consultant ("Airport Consultant"), Frasca & Associates, LLC to provide negotiation and advisory services in support of the renegotiations of the Signatory Airline Use and Lease Agreement ("ULA"), PFC Applications (if any) and yearly rates & charges settlement with the Airlines.

Mr. Nardacci moved to approve Amendment No. 1 in the amount of \$75,000 with Frasca & Associates (Airport Rates and Charges Consultant) for the extension and addition of additional fees to contract S-1116. The motion was adopted unanimously.

##### **10.3 Adoption of the ACAA Title VI Plan as required by FAA Grant Assurances.**

Ms. Quinn recommended authorization to Adopt the ACAA Title VI Plan as required by FAA Grant Assurances. She advised as an airport sponsor that accepts funds from FAA-administered airport financial assistance programs, the ACAA must agree to certain obligations. These obligations, also referred to as Grant Assurances require the ACAA to maintain and operate the airport safely and efficiently in accordance with certain conditions. The Title VI Policy ensures awareness of nondiscrimination authorities such as Title VI of the Civil Rights Act of 1964, Airport Airway Improvement Act of 1982 and related regulation, orders, and policies. Additionally it defines protected bases, describes administrative requirements and obligations and provides guidance for employees and tenants.



Ms. O'Connor moved to accept the Adoption of the ACAA Title VI Plan as required by FAA Grant Assurances. The motion was adopted unanimously.

**10.4 Intentionally Left Blank**

**10.5 Intentionally Left Blank**

**10.6 Grant of Easement to Niagara Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. (WR# 31016374)**

Ms. Quinn recommended authorization to seek approval from the County of Albany to Grant an Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support the current power needs and ongoing terminal expansion and upgrades to the Albany International Airport. The proposed easement supports the relocation and upgrade of the existing transformer. 3 Terminal Rd. Transformer Upgrade (WR# 31016374).

Mr. Nardacci moved to approve granting an Easement to Niagara Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. (WR# 31016374). The motion was adopted by majority with Mr. Pichardo abstaining.

**10.7 Grant of Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. (WR# 30922776)**

Ms. Quinn recommended authorization to seek approval to grant a 20' Easement to the Town of Colonie. She advised representatives of Chris' Coffee at 348 Old Niskayuna Road have requested assistance of ACAA and a private land owner for the purpose of granting a utility easement for the Town of Colonie. The utility easement will be for the purpose of placing a 2" forced main line across 737 Albany Shaker Road and 362 Old Niskayuna Road. The ACAA has reviewed the proposed easement and its proximity to the existing Town road and there is no indication this will have any negative implication for any of the Airport's future development.

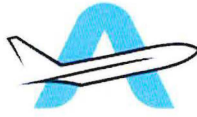
Mr. Nardacci moved to approve granting an Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. The motion was adopted by majority with Mr. Pichardo abstaining.

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

**12. Authorization of Federal and State Grants - None**

**13. Informational Only**





**13.1 Report purchase of Temporary Signage for Public Safety During Construction (Purchase Orders) (Quote # 24-0920) / Saxton Sign Corp. in conformance with our Procurement Policy.**

Mr. O'Donnell reported as an Information Item the purchase of Temporary Signage for Public Safety During Construction (Purchase Orders) (Quote # 24-0920) / Saxton Sign Corp. in conformance with our Procurement Policy. He advised the Airport Authority recently requested quotes for immediate temporary signage to ensure public safety during our construction of the Airport Terminal Expansion Project and there was discussion of this purchase with the Board previously, and the cost of the temporary signage will exceed \$50,000. The initial order of temporary signage was completed following a quote (Quote # 24-0920). It is anticipated that additional signage is required. The same lowest priced vendor, Saxton Sign, will be used for these signs as well. In order to meet the immediate need for these signs Chief Executive Officer feels it to be in the best interest of the Airport in accordance with Section 3.3 of the Authority Procurement Guidelines. Section 3.3 reads as follows:

*"The role of an airport dictates that the operation be maintained on a continuous basis without interruption. From time to time, the Chief Executive Officer may determine that **Emergency Purchases** or contracts be issued to keep the Airport safe, secure and when it is in the best interest to preserve order or public health and Airport facilities. Also, when the immediate restoration of a condition of usefulness of a building, equipment or roadway or utilities is necessary. Such emergency services exceeding \$50,000 shall be presented to the Authority Board at its next regularly scheduled meeting."*

No motion is required by the Board.

**14. Adoption of Sexual Harassment Policy**

Mr. Stuto recommended Adoption of an updated Sexual Harassment Policy. He advised the attached Sexual Harassment Policy conforms to Section 201-g(1)(b) of the NYS Labor Law adopted in 2023. The Policy explicitly defines and prohibits "hostile work environment" and "quid pro quo" harassment and sets up a complaint procedure. Complaints may be reported to the CEO, General Counsel or Authority Board.

Ms. O'Connor moved to approve the Sexual Harassment Policy. The motion was adopted unanimously.

**15. Personnel Handbook Updates Amendment of ACAA Personnel Handbook**

Mr. Stuto recommended Amendment of the ACAA Personnel Handbook. He advised the updates include the following policies required by New York State: Disability and Pregnancy Accommodation Policy; Religious Accommodation Policy; Reproductive Health Decision Making; Immigration Act Requirement; Reference Checks and Airborne Infectious Disease Exposing Prevention Plan. There were also other technical corrections.



Ms. O'Connor moved to approve the Amendments to the ACAA Personnel Handbook. The motion was adopted unanimously.

**Old Business: None**

**New Business: None**

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

**Chair Fresina made motion to go into executive session at 10:00 a.m. to discuss:**

ES-1 – Matter Involving a Particular Individual

ES-2 – Matter Involving a Particular Corporation

**There being no further business, the meeting was adjourned at 11:05 a.m.**





**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**January 13, 2025**

**General:**

- 3. Chairman's Remarks**
  - 1.1 Election of Officers**
- 4. Approval of Minutes**

**Regular Meeting – December 9, 2024**
- 5. Communications and Report of Chief Executive Officer**

**Reports:**

- 4. Chief Operating Officer**
- 5. Chief Financial Officer**
- 6. Project Development**
- 7. Counsel**
- 8. Concessions/Ambassador Program**
- 9. Public Affairs**
- 9A. Art & Culture Program**

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Authorization to enter into Contract 1127-FF+E with Quality Office Environments Rehabilitation of Concourse A - Furniture, Fixtures & Equipment**
  - 10.2 Amendment No. 1 to Contract No. S-22-1116 with Airport Rates and Charges Consultant ("Airport Consultant") to provide**



**negotiation and advisory services in support of the renegotiations of the Signatory Airline Use and Lease Agreement ("ULA")**

**10.3 Adoption of the ACAA Title VI Plan as required by FAA Grant Assurances.**

**10.4 Intentionally Left Blank**

**10.5 Intentionally Left Blank**

**10.6 Grant of Easement to Niagara Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. (WR# 31016374)**

**10.7 Grant of Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support ongoing terminal expansion and upgrades to the Albany International Airport. (WR# 30922776)**

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

**12. Authorization of Federal and State Grants - None**

**13. Informational Only**

**13.1 Report purchase of Temporary Signage for Public Safety During Construction (Purchase Orders) (Quote # 24-0920) / Saxton Sign Corp. in conformance with our Procurement Policy.**

**14. Adoption of Sexual Harassment Policy**

**15. Personnel Handbook Updates**

**Old Business:**

**New Business:**

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

**ES-1 – Matter Involving a Particular Individual**





**January 2025**

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# CEO Report





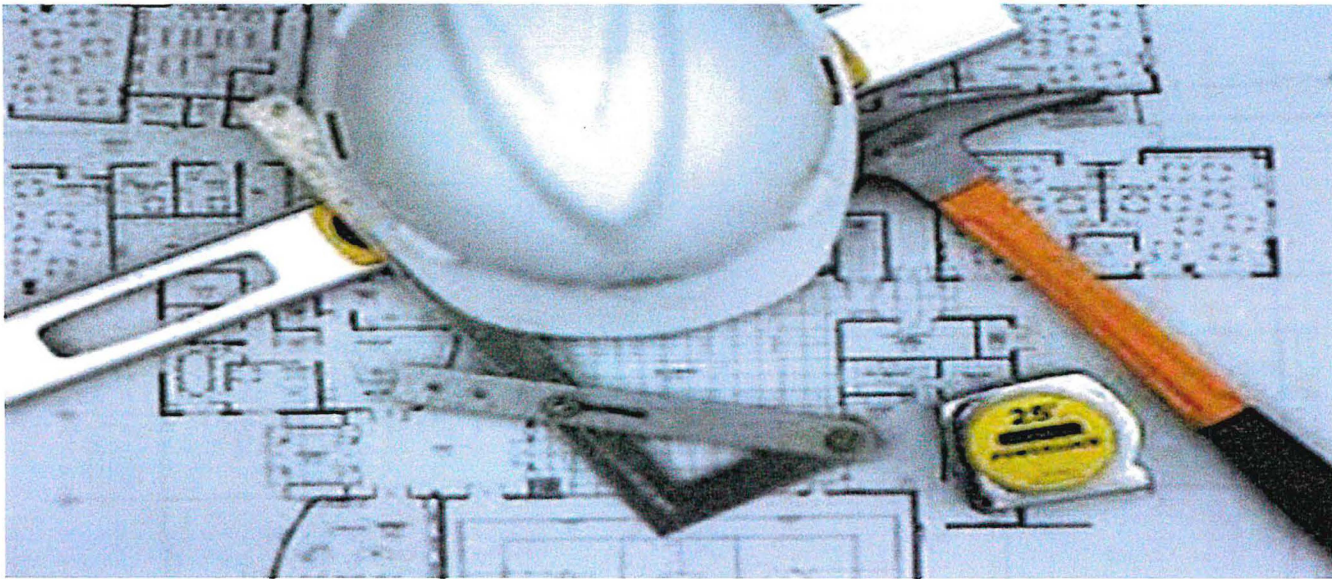
# COO Report





**ALBANY**  
INTERNATIONAL AIRPORT

# Project Development



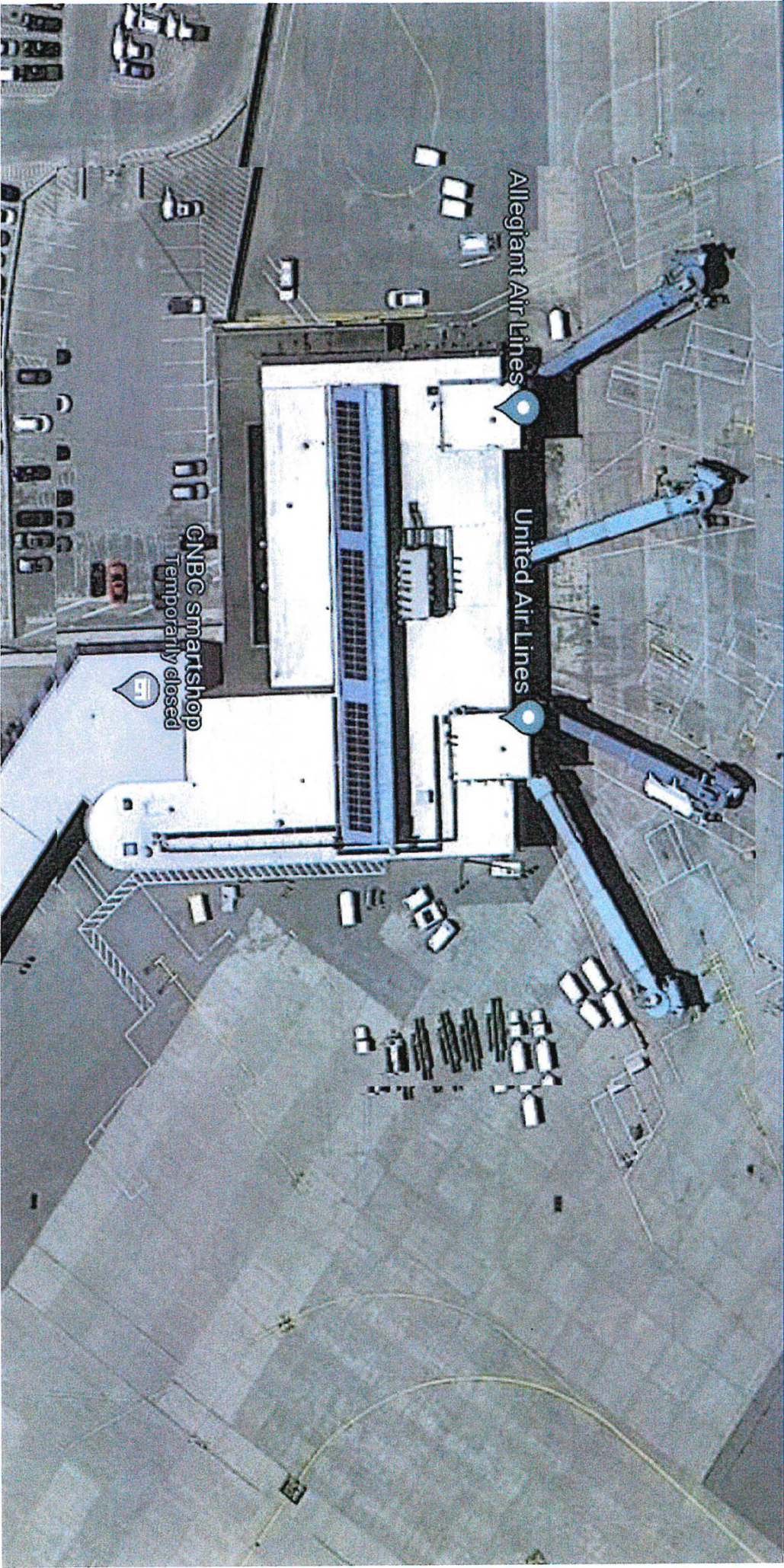




# Terminal & Checkpoint Expansion







# Concourse A Rehabilitation







## Building 79 Transformer Upgrade



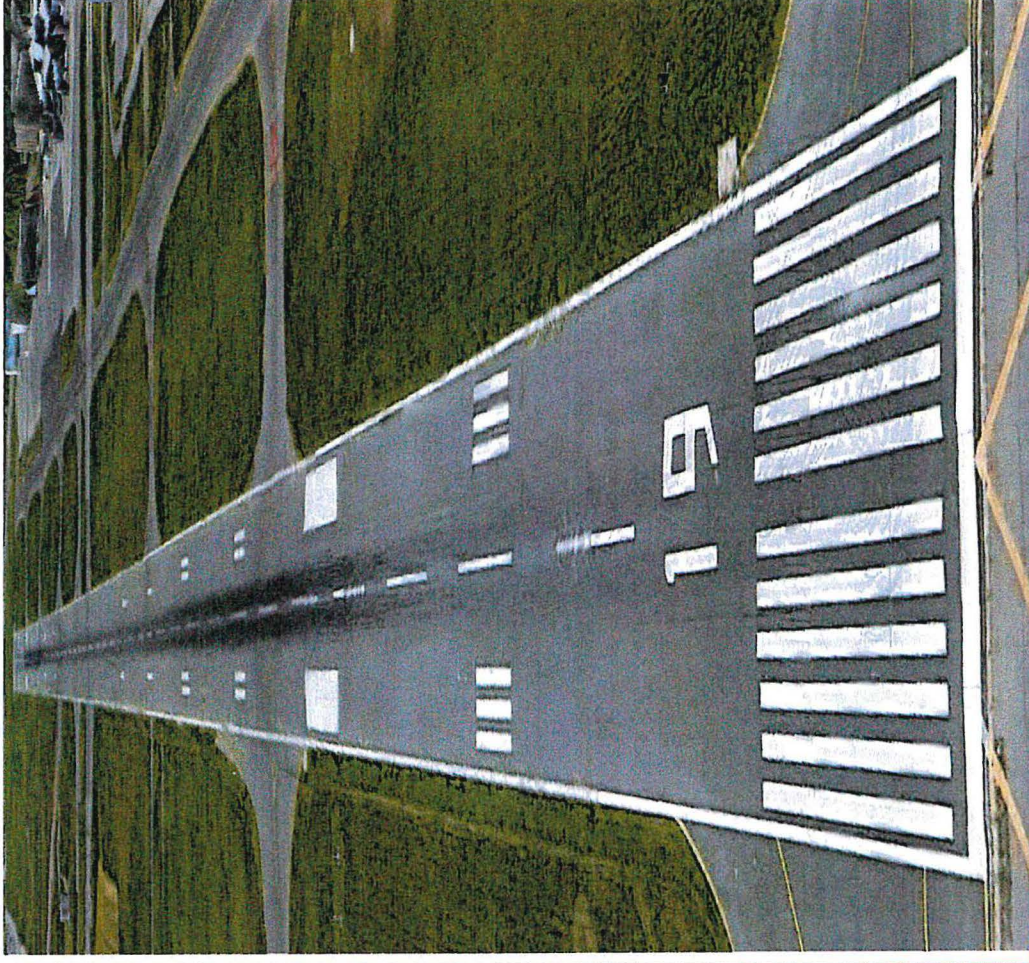
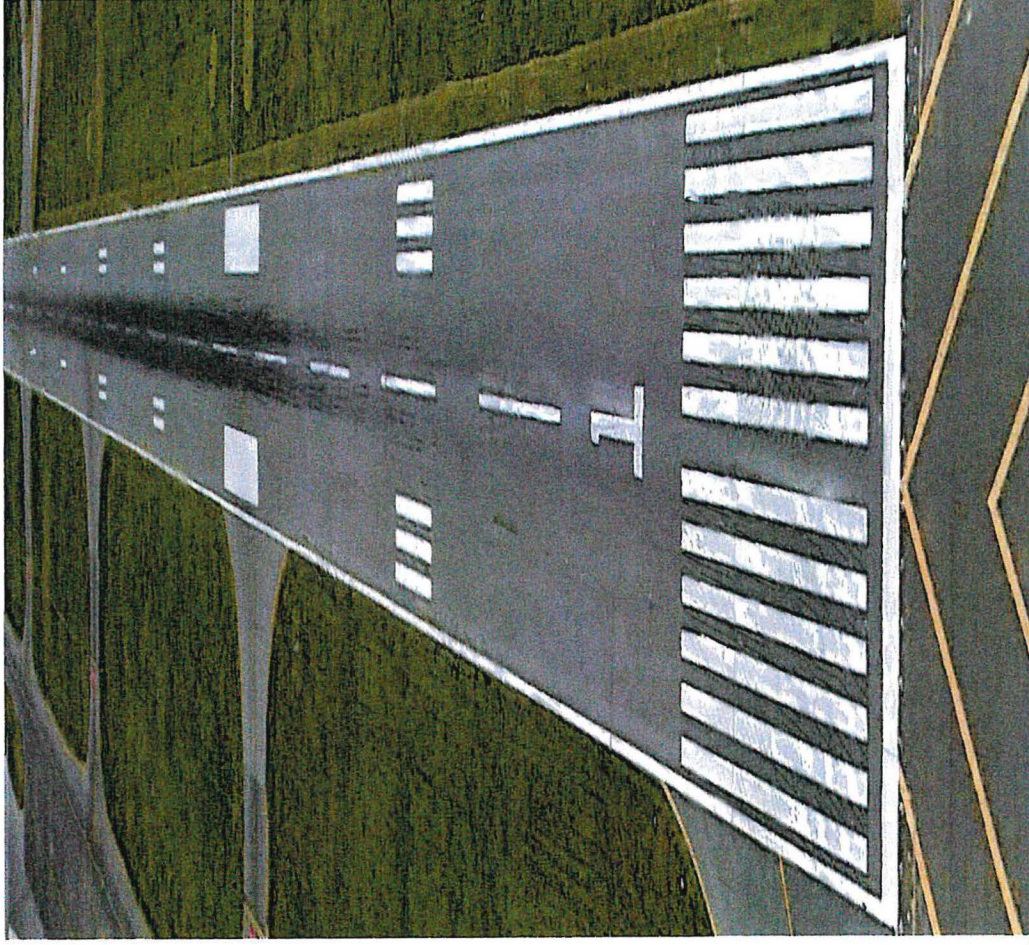




## Replacement of Boarding Bridges A-6 & B-6

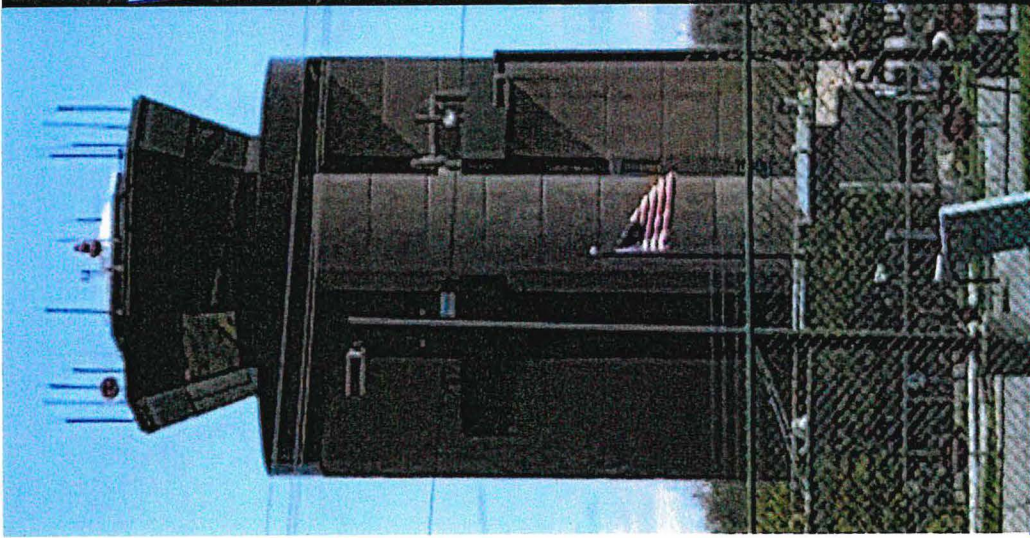






**Runway 01-19 Pavement Rehab, Lighting, and Perimeter Road**





# Air Traffic Control Tower - HVAC



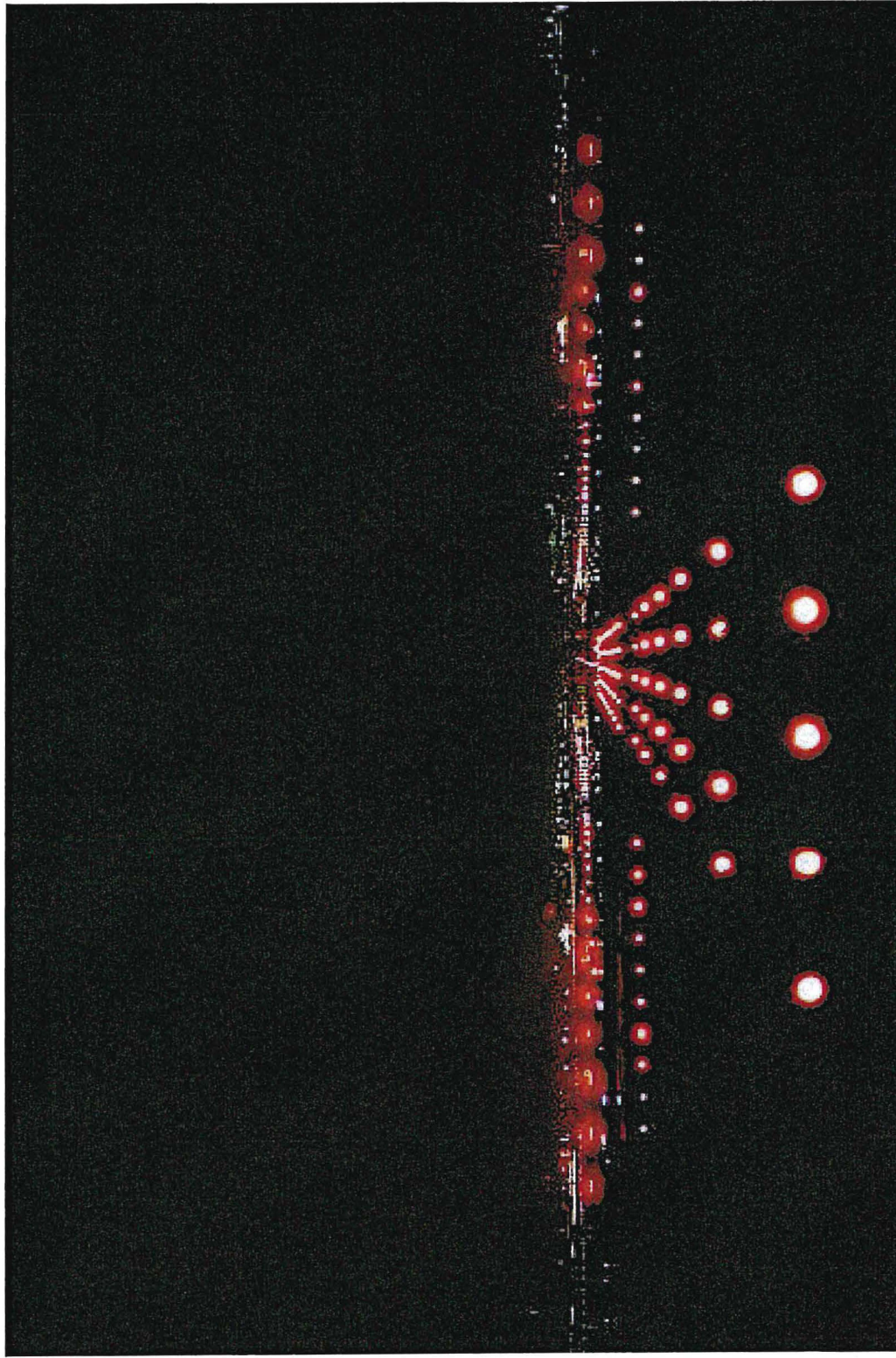




## Main Elevator Terminal Replacement







## Airfield Lighting Switch Gear Upgrade





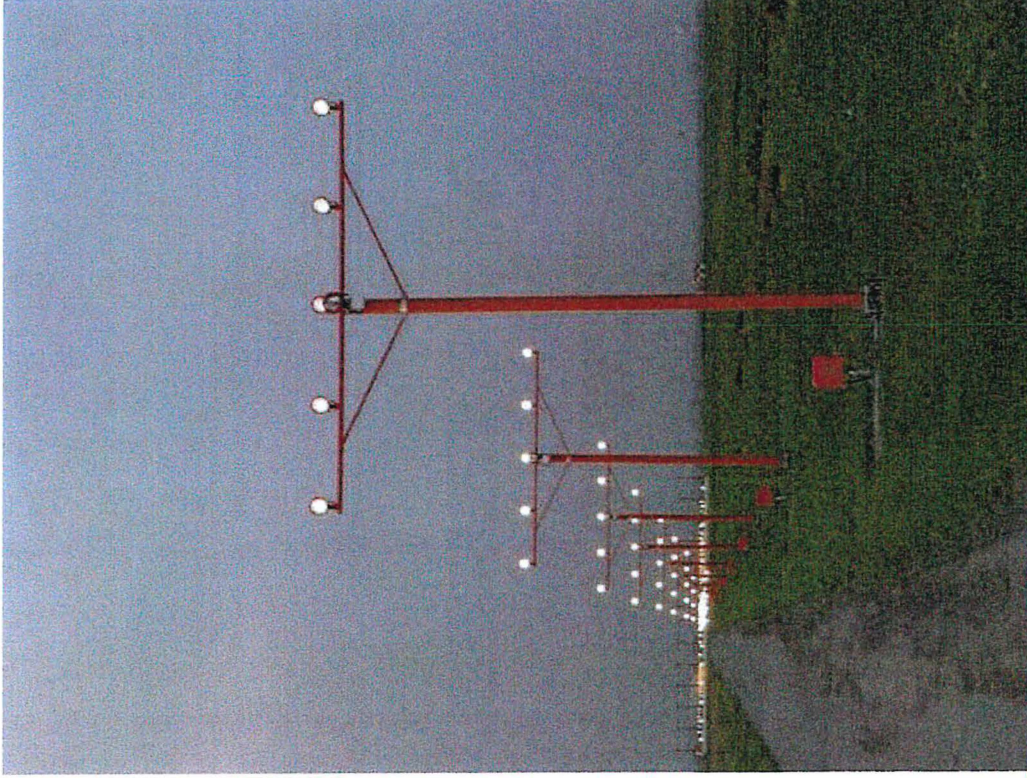
## GA Apron Project





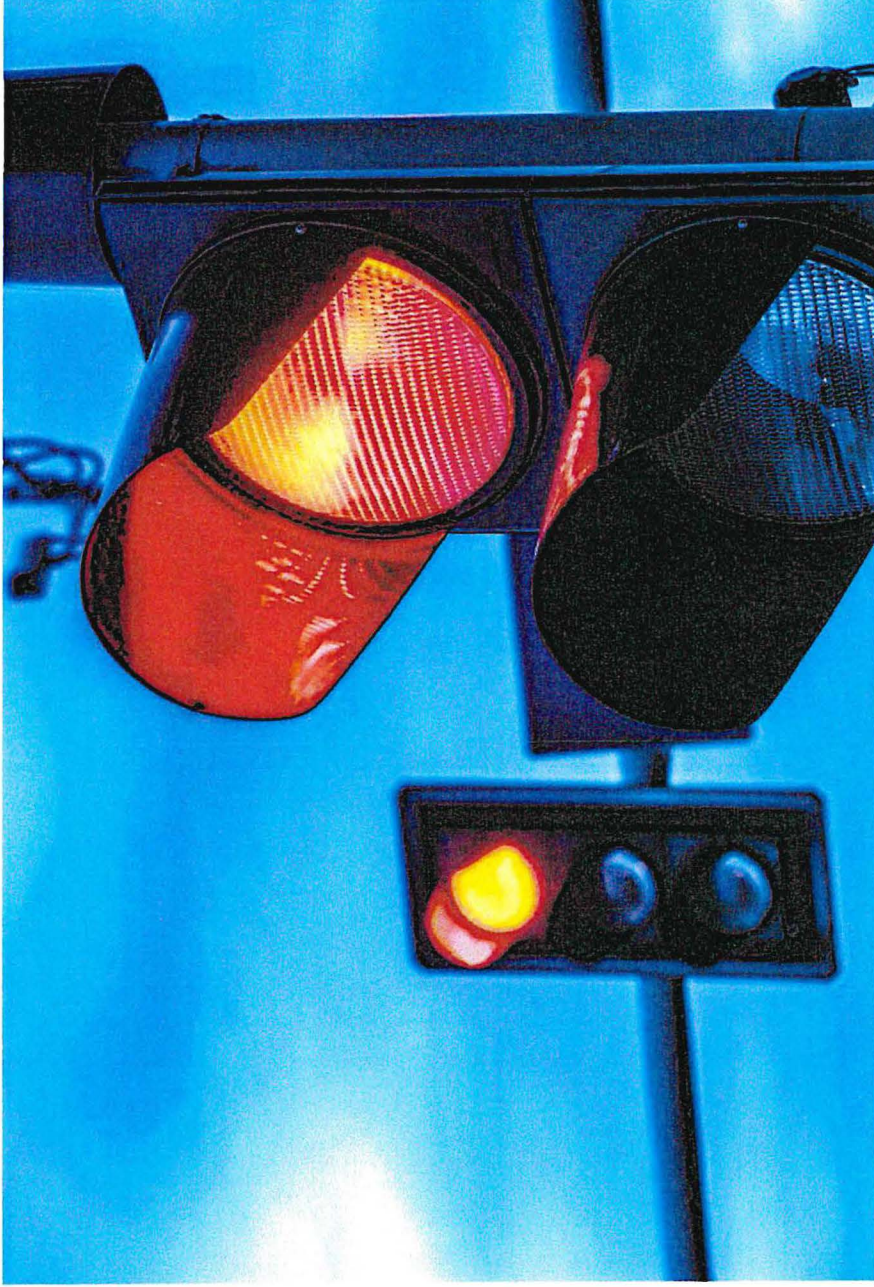
# Uncommon Grounds





## MALSR Lights







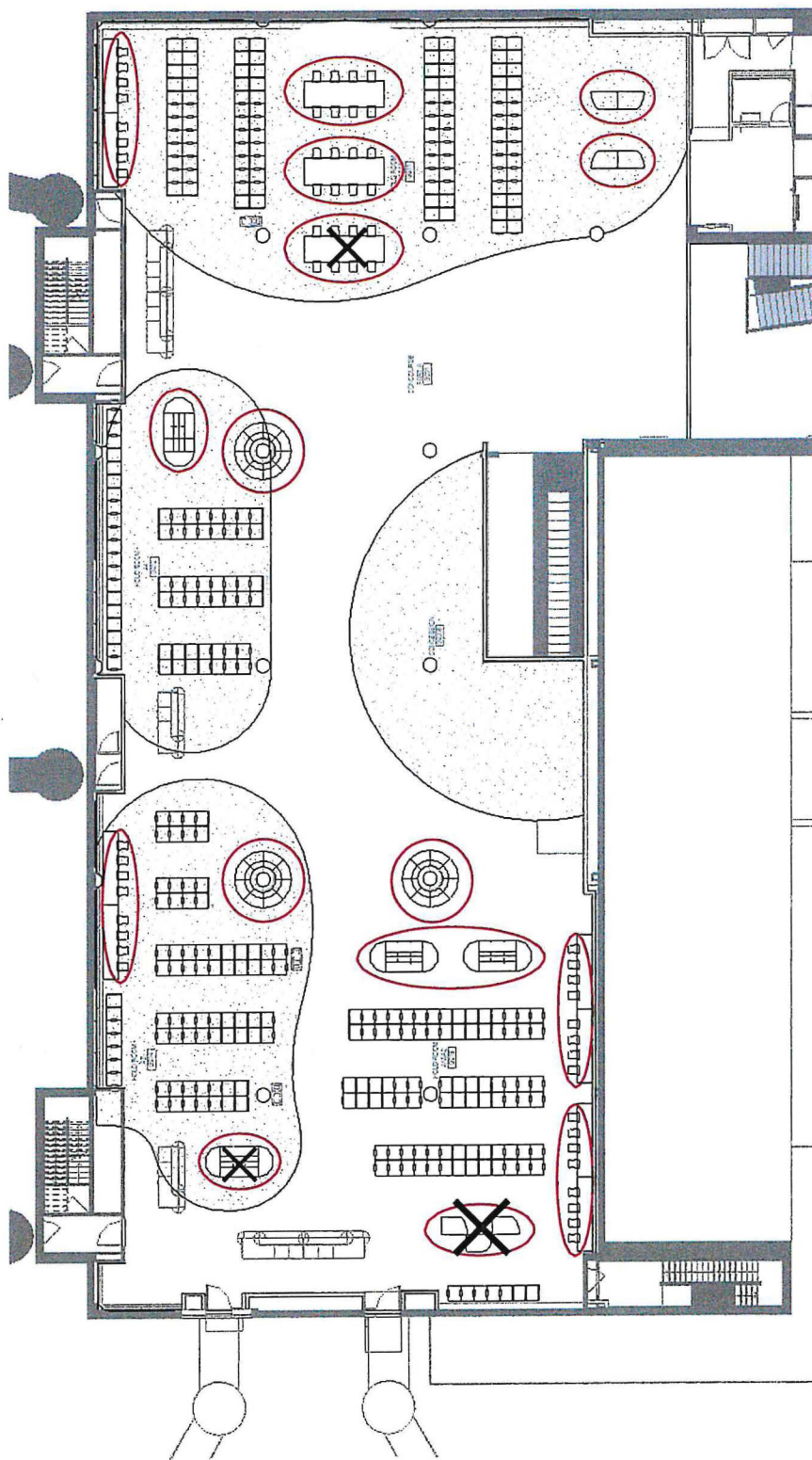
*updated* DECEMBER 17, 2024



- ALBANY AIRPORT TERMINAL A

- FURNITURE PROPOSAL





SUGGESTED FLOORPLAN





## SUGGESTED RENDERINGS

*Please Note: Renderings are for conceptual purposes only. Actual colors and textures may differ from final products. For accuracy of finishes, please refer to physical samples.*







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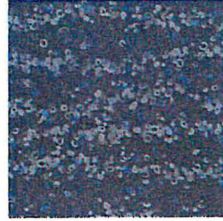
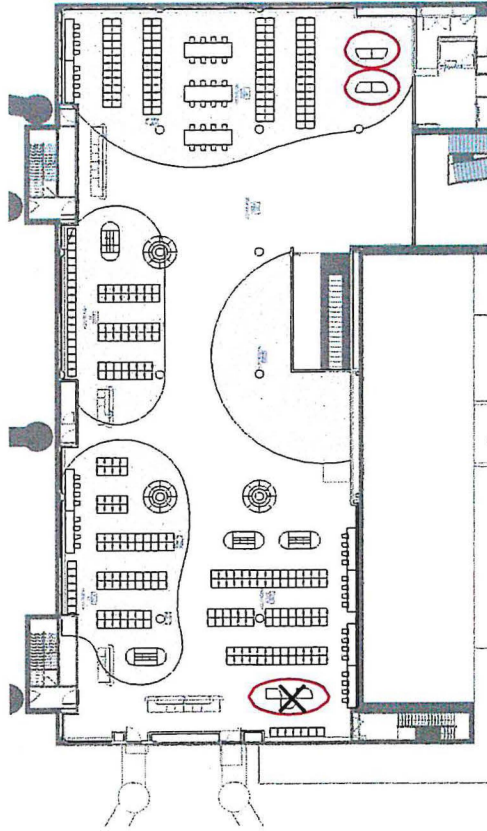


## SUGGESTED RENDERINGS

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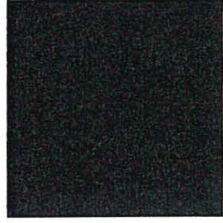




Upholstery: CF Stinson –  
Pebble Trail/Huron



Upholstery: Maharam –  
Bluff/Pirate



Upholstery: Momentum –  
Canter/Ink

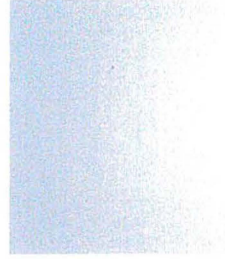
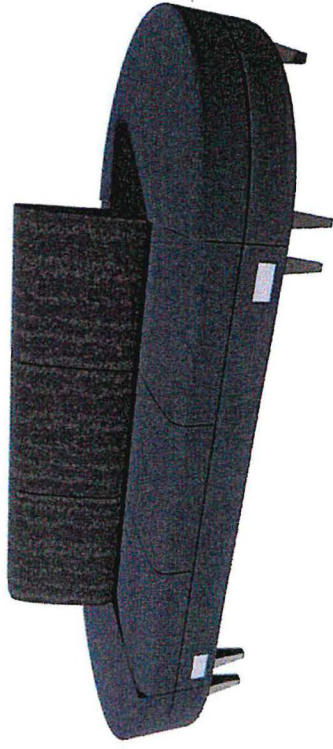
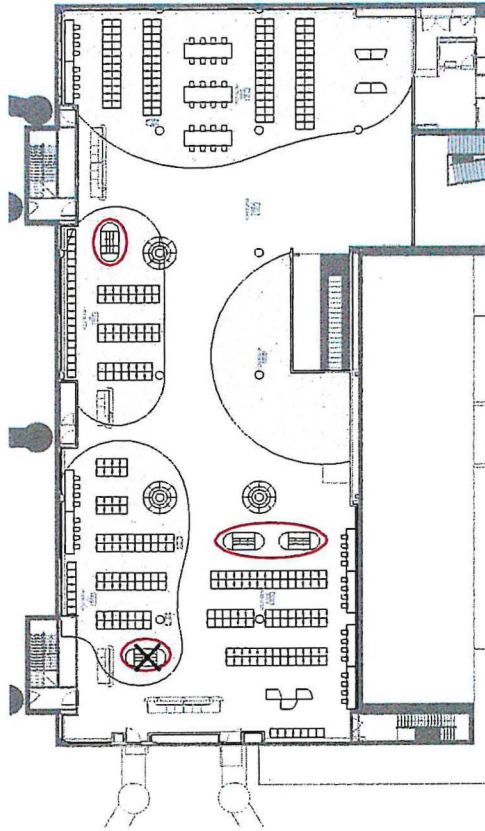


Laminate: Almond

NATIONAL – EKLAND WORK POD (NO TABLET ARM)



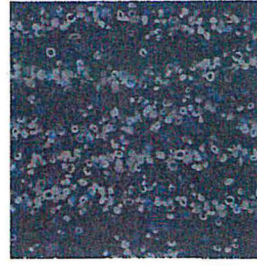




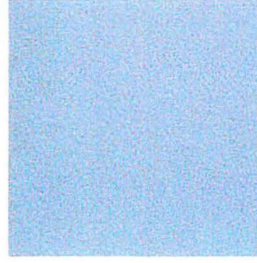
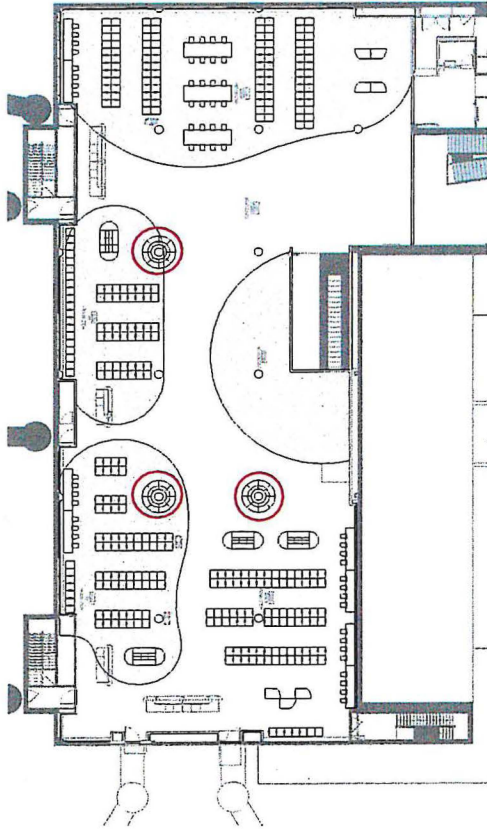
Metal:  
Chrome



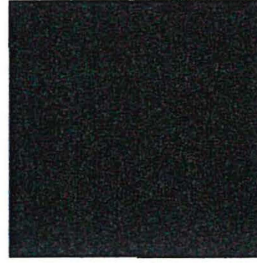
Seat Upholstery: Maharam –  
Bluff / Pirate



Back Upholstery: CF Stinson –  
Pebble Trail / Huron

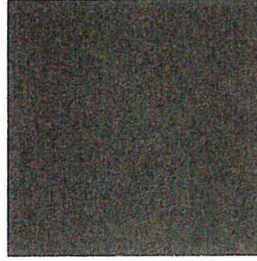
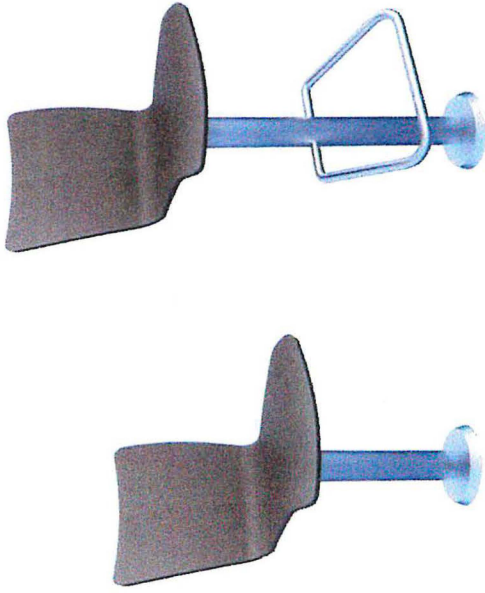
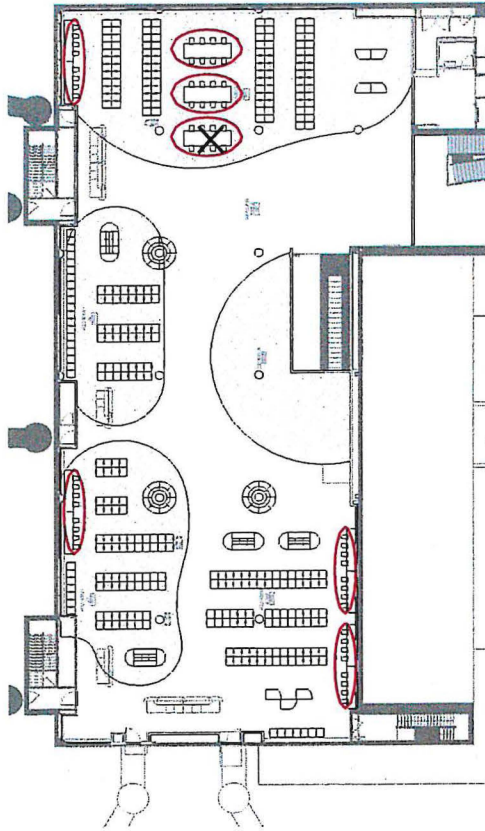


Metal: Textured Nickel



Seat Upholstery:  
Momentum - Canter/Ink



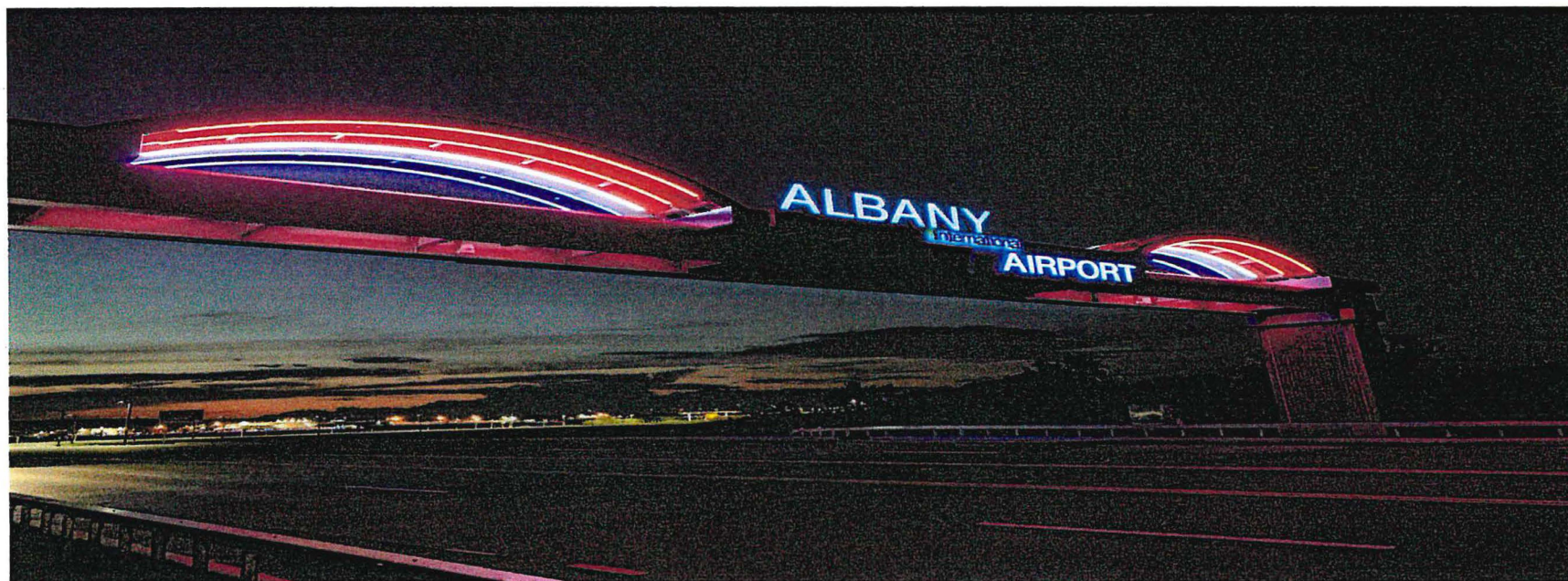


Metal:  
Brushed Aluminum

Wood Back:  
Ash

ERG – BARRI BENTON FULL BACK CHAIR & STOOL





**January 2025**

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## NOTICE

## Liz Charland

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**From:** TU Legals <TULegals@TimesUnion.com>  
**Sent:** Tuesday, February 4, 2025 10:48 AM  
**To:** Liz Charland  
**Subject:** Re: Account No. 061026000 - Pre-Approved - No Confirmation Required  
**Attachments:** IPLATU0069467 Albany Times Union Confirmation.pdf

Good morning Liz,

This notice is all set to publish on Feb. 7<sup>th</sup> and your order details are attached.  
Order number IPLATU0069467  
The total cost comes to \$31.74

Please let me know if there is anything else you need.

Kind regards,

### Katelin Haselden

Classified Sales and Service  
tulegals@timesunion.com  
tuobit@timesunion.com

#### **Times Union / Local First**

645 Albany Shaker Rd., Albany NY 12211  
Ph. 518-454-5543 (Legals)  
Ph. 518-454-5085 (Obits)



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**From:** Liz Charland <LCHARLAND@albanyairport.com>  
**Sent:** Tuesday, February 4, 2025 8:05 AM  
**To:** TU Legals <TULegals@TimesUnion.com>  
**Subject:** [EXTERNAL] Account No. 061026000 - Pre-Approved - No Confirmation Required

Please publish the Notice below on time as soon as possible. Thank you. – Liz

### Liz Charland

Director of Administrative Services



Office: (518) 242-2250  
Mobile: (518) 542-8762



Email: [LCharland@albanyairport.com](mailto:LCharland@albanyairport.com)

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

**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, February 10, 2025 at 9:00 a.m. The meeting will be held in the Conference Room on the 3rd Floor located in the Main Terminal at the Albany International Airport, Albany, New York.**

THANK YOU for your ad submission!

Your ad has been submitted for publication. Below is a confirmation of your ad placement. You will also receive an email confirmation.

## ORDER DETAILS

Order Number:	IPLATU0069467
Order Status:	Submitted
Classification:	Legals
Package:	Albany Times Union Legal...
Affidavit Yes:	\$15.99
Final Cost:	\$31.74
Purchase Order #:	NA
Payment Type:	Account Billed
User ID:	IPL0010194

## PREVIEW FOR AD NUMBER

IPLATU00694670

### ALBANY COUNTY AIRPORT AUTHORITY MEETING NOTICE

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<< Click here to print a printer friendly version >>

## ACCOUNT INFORMATION

ALBANY INTERNATIONAL AIRPORT .  
737 ALBANY SHAKER RD ADMINISTRATIVE BLDG  
SUITE 204 ATTN: Katie Kane  
Albany, NY 12211  
518-242-2214  
KKane@albanyairport.com  
ALBANY INTERNATIONAL AIRPORT

## TRANSACTION REPORT

Date	February 4, 2025 10:46:3...
Amount:	\$31.74

## SCHEDULE FOR AD NUMBER



IPLATU00694670

February 7, 2025

**Albany Times Union**

i-Publish® AdPortal: 3.0.38  
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**Terms and Conditions**

## Liz Charland

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**From:** Liz Charland  
**Sent:** Tuesday, February 4, 2025 8:14 AM  
**To:** 'Bart Johnson'; 'Beth DiBattista (Turner)'; 'Brandon Russell, Majority Counsel'; 'Brian King'; 'Cameron Sagan (Albany County)'; 'Carl Stewart (Turner)'; Carmiena Brooks; Steve Dorsey; 'County Executive Daniel P. McCoy'; Dave Collins; Chris Menge; 'Frank Mauriello, Albany County Minority Leader'; 'George Penn (Albany County)'; 'Jermy Martelle (CHA)'; 'Jill Bryce'; Johanna Bateman; 'Larry Rulison (Times Union)'; 'LRulison (Times Union)'; 'Lynne Lekakis Mass Transit Committee'; 'Majority Leader Dennis Feeney'; 'Mary Rozak (Albany County)'; 'Mike DeMasi (Business Review)'; 'mmangini'; 'Pete Rea'; Rebekah Kennedy (Majority Counsel); 'Rich Amadon (CHA)'; 'Rick Karlin'; 'Rob Wagner (Project Manager Turner)'; 'Spotlight News'; Steve Smith; Todd Pennington; 'WRGB News'  
**Subject:** ACAA Board Meeting Monday February 10, 2025 at 9:00 a.m.

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*Posted  
website  
Info Desk -  
2/4/25  
Charland*



**Liz Charland**

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**From:** Liz Charland  
**Sent:** Tuesday, February 4, 2025 8:12 AM  
**To:** ACAA Board Room; Bobbi Matthews; Brian King; Christine Quinn; Dwayne Lovely; Helen Chadderdon; Jennifer Munger; John LaClair; John O'Donnell; Katherine Mahoney; Kathryn Kane; Margaret Herrmann; Matthew Mokey; Perry Blanchard; Peter Stuto  
**Subject:** ACAA Board Meeting February 10, 2025

If you have not already done so, please forward any agenda items or reports for Monday's meeting. The book will be going out tomorrow.

Thank you.  
Liz

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Tuesday, February 4, 2025 8:08 AM  
**To:** Janet Thayer; John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. (Personal); Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steven H. Heider; tnardacci@gmail.com  
**Subject:** Meeting Notice February 10, 2025

Please advise whether or not you will be attending Monday's Board meeting.

Also, please let me know if you have any questions.

Thank you.  
Liz

**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Tuesday, February 4, 2025 8:06 AM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** ACAA Meeting Notice - February 10, 2025

**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

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## Liz Charland

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**From:** Liz Charland  
**Sent:** Tuesday, February 4, 2025 8:05 AM  
**To:** 'TU Legals'  
**Subject:** Account No. 061026000 - Pre-Approved - No Confirmation Required

Please publish the Notice below on time as soon as possible. Thank you. – Liz

**Liz Charland**

Director of Administrative Services



Office: (518) 242-2250

Mobile: (518) 542-8762

Email: [LCharland@albanyairport.com](mailto:LCharland@albanyairport.com)

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### ALBANY COUNTY AIRPORT AUTHORITY MEETING NOTICE

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## **AGENDA ITEM NO. 3**

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

## **AGENDA ITEM NO. 4**

**Chief Operating Officer**





## **CHIEF OPERATING OFFICER'S REPORT**

**February 2025**

### **Breeze Airways commences service at ALB**

On June 5<sup>th</sup> Breeze will begin flying nonstop to Raleigh-Durham N.C., with two flights weekly. The Raleigh-Durham flights will continue onto Ft. Meyers, Fla., offering a one stop, same plane service.

On June 13<sup>th</sup> the airline will also fly nonstop to Charleston, S.C. with two flights weekly.

Breeze Airways will fly a new Airbus A220 which has 137 seats with different tiers and seating options. The airline also flies the Embraer 195. These planes are very suitable for Albany service since they are designed for comfort and efficiency on short to medium-haul flights. Breeze looks to offer affordability and convenience to air travel, offering ease of booking, fair pricing and high-quality service.

The new service requires that the Airport needs to prepare for the arrival of a new airline. This requires that a host of tasks be undertaken by many different departments. Staff will need to prepare ticket counters and offices along with a boarding gate and jet bridge. Lead-in lines and safety envelopes will need to be painted on the tarmac. In addition, our firefighters may need to review for the introduction of a new style aircraft on the field.

The introduction of Breeze Airways to Albany brings more travel options and is expected to increase competition, which can lead to better prices and services for travelers in the region.

### **Allegiant's non-stop inaugural flight to Sarasota commences February 14<sup>th</sup>**

The airline will be flying twice per week on Fridays and Mondays. In February, the airline will have a total of 16 departures per week and travel to 5 destinations (Myrtle Beach, Orlando-Sanford, Fort Myers-Punta Gorda, St. Petersburg/Clearwater and Sarasota).

Steve Smith has a celebratory event planned for the inaugural Sarasota Flight.

### **The Airport Submitted Applications on two NYS DOT grants in January**

The Airport submitted two grant applications under the Smart Growth for Airports Program. The applications submitted were for the upgrading of the Airport's jet bridges and to improve the energy efficiency of various Airport owned buildings.



The jet bridge work included in the grants was for the replacement of 3 pre-conditioned air systems and a mobile pre-conditioned air unit. The new pre-conditioned air units will improve energy efficiency, resulting in lower operational costs. The current units are obsolete, with parts no longer available thus hindering operational efficiency and impacting passenger comfort.

In addition, two baggage lifts were included in the grant. The lack of appropriate baggage lift facilities at the exiting jet bridges presents operational and safety challenges.

The second grant was to improve the operational efficiency of the Airport by implementing the utilization of energy-efficient heat pumps and ductless split systems. These units will commence with the transition of the Airport from natural gas to more sustainable heating and cooling options. The installed units will supplement and reduce the use of natural gas-fired units at various locations throughout the Airport.

The value of the grant for the jet bridges is approximately \$1.3 million and the value of the energy improvements grant is approximately \$900,000.

### **Overview of the ALB Airport Maintenance Operations**

Having the aircraft maintenance facilities at the Airport adds a sense of vibrancy. ALB has a combination of commercial, private, and vintage aircraft maintenance operators contributing to our 152 (varies) operations per day.

The current maintenance operators at the Airport are CommutAir, Piedmont, Cape Air, New York State Police Aviation Unit, and Lansing Flight Support and together they employ over 165 aircraft mechanics.

Being a small hub airport, these maintenance facilities offer several advantages, benefiting both the Airport and the maintenance providers.

1. ALB's maintenance operation contribute to the local economy by creating jobs and attracting skilled workers to the region spurring economic development.
2. ALB generates strong revenues from the leases of several hangars, office space and aircraft parking areas. Over \$2.2 million of revenue is received through lease payments on an annual basis.
3. The on-airport maintenance operators increase the aircraft activity which in turn improves fuel sales and adds to the aircraft movements.

ALB's maintenance facilities have been expanding over the last 25 years providing benefits to the community and Airport alike. We look forward to further collaboration with our maintenance partners as we look for new opportunities for growth.



## **AGENDA ITEM NO. 5**

**Chief Financial Officer**

# ALB

Albany County Airport Authority

Monthly Financial Report

As of December 31, 2024



# ALB

TO: ACAA Members

FROM: Margaret Herrmann, Acting CFO

RE: December 2024 Financial Performance

## INTRODUCTION

The attached report includes the Airport's December 2024 statistical highlights, financial information, and operating information. This financial information is presented for the purposes of comparing budget to actual results and for indicating generally how revenues and expenses have compared to budgeted revenues and expenses through December 2024. The financial information presented herewith is prepared on the Albany County Airport Authority's budgetary basis of accounting. The information provided in this report does not include a forecast of the effects of the final settlement based upon the calculation provided for in the Airport Use and Lease Agreement, which expires December 31, 2025, or make any provision for accrual of funds owed to or from the Signatory Airlines. *This report includes preliminary operating and performance statistics and financial forecasts based upon the budgetary basis of accounting estimates that involve uncertainties that could result in actual financial results differing materially from preliminary estimates.* This report is divided into the following sections: Statistical Information, Financial Information, Airline Rates & Charges, Airport Revenues, Combined Management Expenses, Other Revenues and Expenses, Airline Incentives, Million Air FBO Operations, Line of Credit, Federal (FAA) & State Grants and Employee Counts.

## STATISTICAL INFORMATION

Below are the key performance indicators for ALB through December 31:

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Enplanements	Current Month	118,750	127,341	6.7%	108,990	14.4%
	Year-to-Date	1,425,000	1,507,130	5.4%	1,376,639	8.7%
Aircraft Seats	Current Month		151,063		138,318	8.4%
	Year-to-Date		1,778,690		1,656,472	6.9%
Load Factor	Current Month		84%		79%	6.5%
	Year-to-Date		85%		83%	1.9%
Aircraft Operations	Current Month	5,249	4,196	-25.1%	3,991	4.9%
	Year-to-Date	62,988	55,705	-13.1%	53,610	3.8%
Landed Weight (1,000#)	Current Month	125,000	147,619	15.3%	129,584	12.2%
	Year-to-Date	1,500,000	1,695,542	11.5%	1,531,183	9.7%
Cargo & Mail (Tons)	Current Month	1,788	2,172	17.7%	2,335	-7.5%
	Year-to-Date	21,450	19,558	-9.7%	20,949	-7.1%

## FINANCIAL INFORMATION

The summary of Revenues, Expenses and Net Results shows YTD 2024 results compared to the 2024 budgeted amounts and 2023 actual amounts. The summary shows the YTD net operating results for 2024 are more than the amount budgeted by \$7,365,819. These YTD results do not reflect the adjustments for year-end settlement or reflect other year-end adjustments for 2024 which effect the revenue sharing with the airlines.

	2024 YTD Budget	2024 YTD Actual	2023 YTD Actual	Prior Year Variance
Airport revenues	\$ 50,892,135	\$ 55,748,921	\$ 49,288,744	6,460,177
FBO revenues less cost of sales	7,156,273	7,218,801	6,614,013	604,788
Total operating expenses	(44,441,094)	(44,438,804)	(36,988,880)	(7,449,924)
Operating results	13,607,314	18,528,918	18,913,877	(384,959)
Other revenue and (expenses), net	(5,784,828)	(3,340,613)	1,548,221	(4,888,834)
Net results	\$ 7,822,486	\$ 15,188,305	\$ 20,462,098	
Net variances: (2024 Actual to Budget)		<u>\$ 7,365,819</u>		
(2024 Actual to 2023 Actual)				<u>\$ (5,273,793)</u>

Under the revenue sharing formula, the net revenues or deficiency at year-end are split fifty (50) percent to the signatory airlines and fifty (50) percent to the Authority, subject to certain limitations which require the airlines to ensure the Authority's net revenues are not less than 125 percent of its annual debt service requirement.

The summary information above does not reflect the effect of allocating all budget variances in accordance with the Airport Use and Lease Agreement or the potential assessment of charges to meet debt service coverage requirements, and accordingly, does not reflect the amount of an accumulated potential year-end settlement with the signatory airlines.

## AIRLINE RATES AND CHARGES

Airline Rates and Charges shown for 2024 are based on the adopted budget and are calculated using the formulas incorporated into the Airline Use and Lease Agreement. Final 2024 rates will be calculated in the final settlement and revenue sharing report. The signatory airlines will be billed or credited for their share of any final variance and the Authority will fund its share of any negative variance from its reserves.

## AIRPORT REVENUES

AIRPORT REVENUES for YTD 2024 are \$55,748,921 and are \$4,856,786 more than the \$50,892,135 budget to date. This is due to timing differences in the way the 2024 budget was allocated by month.

FBO NET OPERATING REVENUES (revenues less cost of sales) for YTD 2024 are \$7,218,801 and are \$65,528 greater than the \$7,156,273 YTD budget.

PUBLIC PARKING REVENUES for YTD 2024 total \$18,193,177 compared to \$17,366,540 in YTD 2023, a 4.8% increase and are \$400,233 below budget. Parking revenue per passenger decreased



from \$12.62 in YTD 2023 to \$12.07 in YTD 2024.

RENTAL CAR REVENUES for YTD 2024 total \$6,984,590 compared to \$6,332,799 in YTD 2023, and are \$429,590 more than budget. Rental car revenue per passenger increased to \$4.63 in YTD 2024 from \$4.60 in YTD 2023.

FOOD AND BEVERAGE REVENUES for YTD 2024 total \$1,534,321 compared to \$1,471,348 in YTD 2023 and are \$80,821 more than budget. Revenue per passenger was \$1.02 in YTD 2024, which is an decrease from \$1.04 in YTD 2023.

RETAIL REVENUES for YTD 2024 total \$1,018,441 compared to \$1,313,424 in YTD 2023, and are \$64,559 less than budgeted. Revenue per passenger was \$0.68 in YTD 2024 compared to \$0.95 in YTD 2023.

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Parking	Current Month	\$ 1,549,451	\$ 1,475,658	-5.0%	\$ 1,260,584	14.6%
	Year-to-Date	\$ 18,593,410	\$ 18,193,177	-2.2%	\$ 17,366,540	4.5%
Rental Cars	Current Month	\$ 546,250	\$ 434,000	-25.9%	\$ 292,609	32.6%
	Year-to-Date	\$ 6,555,000	\$ 6,984,590	6.2%	\$ 6,332,799	9.3%
Food and Beverage	Current Month	\$ 121,125	\$ 149,985	19.2%	\$ 271,384 *	-80.9%
	Year-to-Date	\$ 1,453,500	\$ 1,534,321	5.3%	\$ 1,471,348	4.1%
Retail	Current Month	\$ 90,250	\$ 85,905	-5.1%	\$ 365,133 *	-325.0%
	Year-to-Date	\$ 1,083,000	\$ 1,018,441	-6.3%	\$ 1,313,424	-29.0%

\* Includes CARES Act grant revenue

## COMBINED MANAGEMENT OPERATING EXPENSES

The airports three operating centers have combined operating expense results (including FBO cost of sales) is as follows:

	2024 YTD Budget	2024 YTD Actual	Budget Variance	2023 YTD Actual	Prior Year Variance
AvPorts	\$ 33,593,773	\$ 33,056,343	\$ 537,430	\$ 26,917,872	\$ (6,138,471)
Million Air	10,476,951	10,530,768	(53,817)	10,338,871	(191,897)
Authority	6,103,528	6,213,111	(109,583)	5,479,855	(733,256)
Total	\$ 50,174,252	\$ 49,800,222	\$ 374,030	\$ 42,736,598	\$ (7,063,624)
Variance			0.7%		-16.5%

## OTHER REVENUES AND EXPENSES

Other revenues and expenses when netted together for YTD 2024 are \$2,444,215 more than budgeted mainly due to 1) interest earnings that were \$1,909,485 more than budgeted and 2) the line of credit expense that was \$590,233 less than budgeted.

## AIRLINE INCENTIVES

Airline incentives paid to new entrant carriers or for new route services for December was \$91,723. 2024 YTD through December was \$505,318 compared to \$571,357 for YTD 2023.

## MILLION AIR FBO OPERATIONS

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

	2024 YTD Budget	2024 YTD Actual	Budget Variance	2023 YTD Actual	Prior Year Variance
Revenues	\$ 12,889,430	\$ 12,580,219	\$ (309,211)	\$ 12,361,731	\$ 218,488
Cost of Sales	(5,733,158)	(5,361,418)	371,740	(5,747,718)	386,300
Net results before O & M Expenses	\$ 7,156,272	\$ 7,218,801	\$ 62,529	\$ 6,614,013	\$ 604,788

2024 YTD Net Results before YTD Operating and Maintenance expenses were \$7,218,801, \$62,529 more than budgeted and \$604,788 more than YTD 2023. Revenue from sprayed deicing services was the most significant variance from the budget amounts.

Operating expenses, not including the cost of retail sales, for YTD 2024 are \$425,557 more than budgeted. A statement of FBO Results is included.

		2024 Budget	2024 Actual	Budget Variance	2023 Actual	% Actual 2024 vs. 2023
Jet A	Current Month	116,667	100,032	-16.6%	92,030	8.0%
	Year-to-Date	1,400,000	1,266,446	-10.5%	1,279,421	-1.0%
AvGas	Current Month	5,750	3,184	-80.6%	4,085	-28.3%
	Year-to-Date	69,000	85,402	19.2%	72,471	15.1%
Deicing Gallons Sprayed	Current Month	5,417	22,891	76.3%	8,272	63.9%
	Year-to-Date	65,000	82,791	21.5%	75,647	8.6%
Deicing Gallons Consortium	Current Month	7,000	17,967	61.0%	8,354	53.5%
	Year-to-Date	84,000	73,767	-13.9%	59,953	18.7%

## LINE OF CREDIT

On February 28, 2024 the Authority closed on a \$30 million line of credit with M&T Bank to provide cash to help fund Authority payments on the terminal connector project until the reimbursements from the NYS DOT and FAA are received. Below is the activity on the line of credit:



	Draw Date	Amount	Repayment Date
LOC Draw 01	8-Mar-24	\$ 984,381.73	12-Aug-24
LOC Draw 02	8-Mar-24	761,816.97	5-Jun-24
LOC Draw 03	20-Mar-24	959,655.24	5-Jun-24
LOC Draw 04	9-May-24	2,152,308.12	1-Jul-24
LOC Draw 05	9-May-24	1,285,737.86	1-Jul-24
LOC Draw 06	14-Jun-24	2,586,897.15	2-Oct-24
LOC Draw 07	14-Jun-24	2,337,750.23	2-Oct-24
LOC Draw 08	22-Aug-24	4,055,372.75	16-Oct-24
LOC Draw 09	15-Nov-24	3,159,332.20	10-Jan-25
The line of LOC Draw 10	23-Dec-24	1,554,653.15	credit renews on
February 28, 2025 with a two year term expiring		on February 28, 2027.	

## FEDERAL (FAA) & NYS DOT GRANTS

The Authority accepts various FAA and NYS DOT grants to fund capital improvements at the Airport. Below is the status of the current grants as of December 31, 2024:

FAA Grants:	FAA	Grant Amount	Balance
Conduct an Airport Master Plan Study	141-2020	\$ 751,154	\$ 106,603
Acquire Snow Removal Equipment	147-2021	\$ 1,537,635	\$ 582,999
American Rescue Plan Act (ARPA)	148-2022	\$ 12,113,224	\$ 12,113,224
Rehabilitate Rwy 10/28 & Taxiway C	150-2022	\$ 7,144,824	\$ 714,483
Replace ATCT HVAC & Roof	151-2023	\$ 2,000,000	\$ 336,039
Reconstruct Terminal A & 2 PBBs	152-2024	\$ 10,600,000	\$ 7,377,291
Rehabilitate Rwy 1/19 & Perimeter Road	153-2024	\$ 9,326,858	\$ 9,326,858

New York State DOT Grants:	Grant #	Grant Amount	Balance
Rehabilitate Rwy 10/28 & Taxiway C	1A00.30	\$ 234,696	\$ 234,696
Rehabilitate Rwy 1/19 & Perimeter Road	TBD	\$ 518,159	\$ 518,159
Rehabilitate Elevators	1A00.94	\$ 1,612,560	\$ 1,612,560
Terminal Expansion Connector	1A00.95	\$ 60,000,000	\$ 37,796,487

## EMPLOYEE COUNTS

	2024					Variance	2025
	Budget	Sep-24	Oct-24	Nov-24	Dec-24	Budget vs.	Budget
						Dec-24	
AvPorts:							
Airfield	29	21	21	21	20	(9)	29
Terminal	41	34	36	36	35	(6)	41
Loading Bridges	3	3	3	3	3	-	3
Parking	34	26	27	27	24	(10)	33
Curbside Security	3	3	3	3	3	-	3
ARFF	25	24	24	24	24	(1)	26
Operations	38	20	19	19	18	(20)	21
Vehicles & Equipment	12	11	11	11	10	(2)	12
Administration	9	10	11	11	10	1	10
Total AvPorts Positions	194	152	155	155	147	(47)	178
Million Air:							
Commercial	11	11	11	11	11	-	11
General Aviation	21	21	21	18	20	(1)	22
Administration	4	4	4	4	4	-	5
Total Million Air Positions	36	36	36	33	35	(1)	38
Authority Positions	22	22	22	22	22	-	22
Total Positions	252	210	213	210	204	(48)	238



**Albany International Airport**  
**Airline and Direct Market Flights**  
For the week of February 9, 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b><u>AIRLINE</u></b>							
Allegiant	2	1	1	2	3	4	4
American	12	12	10	11	13	14	12
Avelo		2				2	
Delta	7	8	8	8	8	8	7
Jet Blue	4	4	2	2	4	4	4
Southwest	9	10	9	9	12	12	17
United	8	8	8	8	8	9	8
	42	45	38	40	48	53	52
<b><u>DIRECT MARKET</u></b>							
Atlanta	2	3	3	3	3	3	3
Baltimore	4	4	4	4	4	4	6
Charlotte	3	3	3	3	3	3	3
Charlotte/Concord		1				1	
Chicago-Midway	1	1	1	1	1	1	1
Chicago-O'Hare	4	4	4	4	5	6	4
Dallas/Ft. Worth						1	1
Denver		1			1	1	1
Detroit	3	3	3	3	3	3	3
Fort Lauderdale	2	2	1	1	3	3	3
Ft. Meyers							1
Las Vegas	1	1	1	1	1	1	1
Miami							1
Myrtle Beach						1	
New York LaGuardia	2	2	2	2	2	2	1
Newark	2	2	2	2	2	2	2
Orlando	4	4	3	3	5	5	6
Orlando/Sanford	1				1		1
Philadelphia	3	3	1	2	3	3	3
Punta Gorda	1		1	1	1	1	1
Raleigh Durham		1				1	
Sarasota Bradenton						1	2
St. Petersburg		1		1	1	1	1
Tampa	1	1	1	1	1	1	1
Washington/Dulles	4	4	4	4	4	4	4
Washington/Reagan	4	4	4	4	4	4	2
	42	45	38	40	48	53	52

# Albany County Airport Authority

## Statements of Net Position

	Unaudited December 31, 2024	Unaudited December 31, 2023
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and Cash Equivalents	\$ 8,318,718	\$ 14,437,901
Development Fund	27,935,390	28,362,273
Accounts Receivable	2,515,455	204,610
Leases	2,722,345	2,567,186
Accrued Interest Receivable	--	175,606
Prepaid Expenses	694,549	1,039,528
Total Unrestricted Assets	42,186,457	46,787,104
Restricted Assets		
Operating and Renewal Reserves	9,405,342	8,962,306
CFC Funds	487,621	464,161
Capital Funds	7,403,490	5,693,764
PFC Funds	8,648,598	10,315,911
Revenue Bond Funds	7,278,406	7,609,446
FAA Restricted Funds	220,974	210,565
Concession Improvement Funds	757,517	721,834
Total Restricted Assets	34,201,948	33,977,987
Total Current Assets	76,388,405	80,765,091
<b>NON-CURRENT ASSETS</b>		
Capital Assets	318,818,944	292,366,958
Lease Receivable	16,969,066	18,404,031
Prepaid Expenses	178,797	194,232
Total Non-Current Assets	335,966,807	310,965,221
Total Assets	412,355,212	391,730,312
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	638,650	959,399
OPEB Expenses	906,998	1,025,989
Pension Expenses	1,063,610	1,048,107
Total Deferred Outflows of Resources	2,609,258	3,033,495
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	414,964,470	394,763,807
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	3,595,864	6,237,486
Payable from Restricted Assets	27,070,039	15,635,096
Total Current Liabilities	30,665,903	21,872,582
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	51,586,409	59,817,198
Net OPEB Liability	6,451,922	6,117,050
Net Pension Liability - proportionate share	1,089,132	(273,911)
Total Non-Current Liabilities	59,127,463	65,660,337
Total Liabilities	89,793,366	87,532,919
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	1,050,952	908,482
OPEB Expenses	766,596	1,275,576
Pension Expenses	75,313	1,246,137
Leases	18,721,114	20,221,742
Total Deferred Inflows of Resources	20,613,975	23,651,937
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	247,377,738	229,320,416
Restricted	26,867,838	21,809,799
Unrestricted	30,311,553	32,448,736
Net Position	304,557,129	283,578,951
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	\$ 414,964,470	\$ 394,763,807



**Albany County Airport Authority**  
**2024 Summary of Revenues, Expenses and Net Results**  
**For the twelve months ended December 31, 2024**

	2024 Adopted FY Budget	December 2024 (unaudited)				December 2023 YTD Unaudited	2024 Actual/ Prior Year Variance %
	Budget YTD	Budget YTD	Actual YTD	Variance YTD	Variance %		
<b>AIRPORT OPERATING REVENUES</b>							
Airline	\$ 15,478,038	\$ 15,478,038	\$ 20,101,816	\$ 4,623,779	29.9%	\$ 15,640,321	28.5%
Non-Airline	35,414,097	35,414,097	35,647,105	233,008	0.7%	33,648,423	5.9%
Total Revenues	50,892,135	50,892,135	55,748,921	4,856,787	30.5%	49,288,744	34.5%
<b>AIRPORT OPERATING EXPENSES</b>							
Personal Services	12,886,586	12,886,586	12,632,077	(254,509)	-2.0%	10,665,713	18.4%
Employee Benefits	6,736,418	6,736,418	5,888,287	(848,131)	-12.6%	5,341,425	10.2%
Utilities & Communications	3,325,302	3,325,302	2,311,771	(1,013,531)	-30.5%	2,444,472	-5.4%
Purchased Services	7,733,576	7,733,576	10,034,949	2,301,373	29.8%	6,085,788	64.9%
Material & Supplies	5,804,525	5,804,525	5,627,884	(176,642)	-3.0%	5,502,899	2.3%
Office	1,093,388	1,093,388	876,213	(217,174)	-19.9%	791,797	10.7%
Administration	1,201,856	1,201,856	1,528,036	326,180	27.1%	1,149,897	32.9%
Non-Capital Equipment	915,650	915,650	370,237	(545,413)	-59.6%	415,736	-10.9%
Total Expenses	39,697,301	39,697,301	39,269,454	(427,847)	-1.1%	32,397,727	21.2%
<b>AIRPORT OPERATING RESULTS</b>	11,194,834	11,194,834	16,479,467	5,284,634	47.2%	16,891,017	-2.4%
<b>FBO OPERATING RESULTS</b>	2,412,480	2,412,480	2,049,451	(363,029)	-15.0%	2,022,860	1.3%
<b>TOTAL OPERATING RESULTS</b>	13,607,314	13,607,314	18,528,918	4,921,605	36.2%	18,913,877	-2.0%
<b>OTHER REVENUES (EXPENSES)</b>							
Interest Earnings	800,000	800,000	2,709,485	1,909,485	238.7%	1,993,383	35.9%
Passenger Facility Charges	3,641,472	3,641,472	3,641,472	-	0.0%	3,641,472	0.0%
ACAA Debt Service	(9,933,400)	(9,933,400)	(9,933,400)	-	0.0%	(10,022,651)	-0.9%
Line of Credit Interest	(800,000)	(800,000)	(209,767)	590,233	-73.8%	-	0.0%
Grant Income	138,700	138,700	50,996	(87,704)	-63.2%	5,232,617	-99.0%
Insurance Recoveries	-	-	32,201	32,201	0.0%	335,000	-90.4%
Improvement Charges	368,400	368,400	368,400	-	0.0%	368,400	0.0%
Total Other Revenues(Expenses)	(5,784,828)	(5,784,828)	(3,340,613)	2,444,215	-42.3%	1,548,221	-315.8%
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	7,822,486	7,822,486	15,188,305	7,365,820	94.2%	20,462,098	-25.8%
<b>AIRLINE INCENTIVES</b>	(400,000)	(400,000)	(505,318)	(105,318)	26.3%	(571,357)	-11.6%
<b>CAPITAL CONTRIBUTIONS</b>	-	-	19,156,055	19,156,055	0.0%	11,818,791	62.1%
<b>INCREASE (DECREASE) IN NET POSITION</b>	\$ 7,422,486	\$ 7,422,486	\$ 33,839,042	26,416,556	355.9%	31,709,532	6.7%
<b>NET POSITION, BEGINNING OF PERIOD</b>			270,718,087			251,869,419	
<b>NET POSITION, END OF PERIOD</b>			\$ 304,557,129			\$ 283,578,951	
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>							
<b>NET RESULTS BEFORE CAPITAL CONTRIBUTION</b>	7,822,486	7,822,486	15,188,305	7,365,820	94.2%	20,462,098	-25.8%
Less: Capital Improvements	(3,992,411)	(3,992,411)	(3,992,411)	-	0.0%	(3,444,858)	15.9%
Less: Reserve Requirements	(1,290,538)	(1,290,538)	(1,290,538)	-	0.0%	(857,313)	50.5%
<b>NET RESULTS</b>	2,539,537	2,539,537	9,905,356	7,365,820	290.0%	16,159,927	-38.7%
Revenue Sharing:							
Transfer to/from Airlines (50%)	1,269,769	1,269,769	4,952,678	3,682,910	290.0%	8,079,964	-38.7%
Authority Share (50%)	1,269,769	1,269,769	4,952,678	3,682,910	290.0%	8,079,964	-38.7%
Less: Airline Incentives	(400,000)	(400,000)	(505,318)	(105,318)	26.3%	(571,357)	-11.6%
Net Authority Share	\$ 869,769	\$ 869,769	\$ 4,447,360	\$ 3,577,592	411.3%	\$ 7,508,607	-40.8%

**Albany County Airport Authority**  
**Operating Revenues**  
**For the twelve months ended December 31, 2024**

	2024	December 2024 (unaudited)				December	2024 Actual/
	Adopted FY	Budget	Actual	Variance	Variance	2023 YTD	Prior Year
	Budget	YTD	YTD	YTD	%	Unaudited	Variance %
<b>AIRLINE REVENUES</b>							
<b>COMMERCIAL</b>							
Landing Fees-Signatory	\$ 7,762,093	\$ 7,762,093	\$ 9,004,629	\$ 1,242,536	16.01%	\$ 6,420,250	40.25%
Landing Fees-Non Signatory	84,360	84,360	0	(84,360)	-100.00%	0	0.00%
Airline Apron Fees	990,524	990,524	918,083	(72,441)	-7.31%	832,328	10.30%
Glycol Disposal Fee	301,436	301,436	348,211	46,775	15.52%	295,766	17.73%
<b>CARGO</b>							
Landing Fees-Signatory	0	0	916,128	916,128	0.00%	668,732	36.99%
Landing Fees-Non Signatory	0	0	4,568	4,568	0.00%	75,875	-93.98%
<b>TERMINAL</b>							
Loading Bridges	882,672	882,672	855,063	(27,609)	-3.13%	712,674	19.98%
Space Rental	5,447,953	5,447,953	8,048,630	2,600,677	47.74%	6,625,302	21.48%
Non-Signatory Per Turn Fee	9,000	9,000	6,504	(2,496)	-27.73%	9,394	-30.76%
<b>TOTAL AIRLINE REVENUES</b>	<b>15,478,038</b>	<b>15,478,038</b>	<b>20,101,816</b>	<b>4,623,779</b>	<b>29.87%</b>	<b>15,640,321</b>	<b>28.53%</b>
<b>NON-AIRLINE REVENUES</b>							
<b>AIRFIELD</b>							
Tenant Maintenance	30,000	30,000	48,394	18,394	61.31%	29,765	62.59%
<b>Total Airfield</b>	<b>30,000</b>	<b>30,000</b>	<b>48,394</b>	<b>18,394</b>	<b>61.31%</b>	<b>29,765</b>	<b>62.59%</b>
<b>TERMINAL</b>							
Utility Reimbursement	24,000	24,000	36,913	12,913	53.80%	37,380	-1.25%
Tenant Maintenance	20,559	20,559	26,820	6,261	30.46%	4,150	546.27%
Space Rent - Non Airline	156,135	156,135	184,231	28,096	17.99%	208,660	-11.71%
Space Rent - Fixed Non Airline	579,949	579,949	565,554	(14,395)	-2.48%	565,554	0.00%
Food & Beverage	1,453,500	1,453,500	1,534,321	80,821	5.56%	1,471,348	4.28%
Retail	1,083,000	1,083,000	1,018,441	(64,559)	-5.96%	1,313,424	-22.46%
Advertising	0	0	(6,550)	(6,550)	0.00%	0	0.00%
ATM	14,000	14,000	14,577	577	4.12%	20,971	-30.49%
Operating Permits	351,072	351,072	382,381	31,309	8.92%	334,683	14.25%
Vending Machines	19,208	19,208	15,574	(3,634)	-18.92%	18,452	-15.60%
Baggage Cart Rentals	14,000	14,000	15,871	1,871	13.37%	15,782	0.56%
<b>Total Terminal</b>	<b>3,715,423</b>	<b>3,715,423</b>	<b>3,788,134</b>	<b>72,711</b>	<b>1.96%</b>	<b>3,990,404</b>	<b>-5.07%</b>
<b>GROUND TRANSPORTATION</b>							
Parking	18,593,410	18,593,410	18,193,177	(400,233)	-2.15%	17,366,540	4.76%
Rental Cars	6,555,000	6,555,000	6,984,590	429,590	6.55%	6,332,799	10.29%
Access Fees	200,565	200,565	147,636	(52,929)	-26.39%	180,917	-18.40%
TNCs	336,000	336,000	392,839	56,839	16.92%	359,763	9.19%
Garage Space Rent	86,249	86,249	86,251	2	0.00%	82,933	4.00%
Garage Kiosk Rent	21,600	21,600	21,600	0	0.00%	21,600	0.00%
<b>Total Ground Transportation</b>	<b>25,792,824</b>	<b>25,792,824</b>	<b>25,826,092</b>	<b>33,268</b>	<b>0.13%</b>	<b>24,344,552</b>	<b>6.09%</b>
<b>OTHER AIRPORT</b>							
Telephone System - Tenants	51,126	51,126	49,847	(1,279)	-2.50%	52,603	-5.24%
Building Rental	79,660	79,660	105,322	25,662	32.21%	131,830	-20.11%
Control Tower Rental	794,525	794,525	856,534	62,009	7.80%	775,144	10.50%
Air Cargo Facility	1,100,000	1,100,000	1,315,505	215,505	19.59%	713,136	84.47%
State Executive Hangar	1,247,083	1,247,083	1,247,083	0	0.00%	1,247,083	0.00%
T Hangars	186,360	186,360	163,490	(22,870)	-12.27%	153,068	6.81%
Tie Downs	1,586	1,586	1,633	47	2.99%	2,306	-29.18%
Industrial Park	631,365	631,365	612,124	(19,242)	-3.05%	573,388	6.76%
Land Rental	443,911	443,911	359,908	(84,003)	-18.92%	363,976	-1.12%
Eclipse Hangar	0	0	0	0	0.00%	313,884	-100.00%
Hangar Rental	920,104	920,104	929,960	9,856	1.07%	586,881	58.46%
Antenna Space Rental	112,473	112,473	83,316	(29,157)	-25.92%	82,030	1.57%
Internet and Cable Access	5,300	5,300	2,660	(2,640)	-49.81%	3,760	-29.26%
Fingerprinting	25,000	25,000	46,828	21,828	87.31%	37,299	25.55%
Tenant Maintenance	2,000	2,000	0	(2,000)	-100.00%	9,736	-100.00%
Purchasing Proposals	0	0	0	0	0.00%	170	-100.00%
Ebay/Scrap/Equipment Sales	5,000	5,000	10,812	5,812	116.25%	4,587	135.71%
Utility Reimbursement	165,000	165,000	145,890	(19,110)	-11.58%	166,210	-12.23%
Reimbursement of Property Taxes	25,357	25,357	39,244	13,887	54.77%	50,284	-21.96%
Other	80,000	80,000	14,328	(65,672)	-82.09%	16,327	-12.24%
<b>Total Other Airport</b>	<b>5,875,851</b>	<b>5,875,851</b>	<b>5,984,486</b>	<b>108,635</b>	<b>1.85%</b>	<b>5,283,702</b>	<b>13.26%</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>35,414,097</b>	<b>35,414,097</b>	<b>35,647,105</b>	<b>233,008</b>	<b>0.66%</b>	<b>33,648,423</b>	<b>5.94%</b>
<b>TOTAL REVENUES</b>	<b>\$ 50,892,135</b>	<b>\$ 50,892,135</b>	<b>\$ 55,748,921</b>	<b>\$ 4,856,787</b>	<b>9.54%</b>	<b>\$ 49,288,744</b>	<b>13.11%</b>



**Albany County Airport Authority**  
**FBO Results**  
**For the twelve months ended December 31, 2024**

	2024	December 2024 (unaudited)				December	2024 Actual/
	Adopted FY Budget	Budget YTD	Actual YTD	Variance YTD	Variance %	2023 YTD Unaudited	Prior Year Variance %
REVENUES							
Retail Fuel							
Jet A Fuel Sales	\$ 7,450,000	\$ 7,450,000	\$ 6,386,831	\$ (1,063,169)	-14.27%	\$ 6,307,722	1.25%
AvGas Fuel Sales	424,350	424,350	493,629	69,279	16.33%	441,034	11.93%
Commercial AvGas Fuel Sales	20,000	20,000	17,104	(2,896)	-14.48%	21,341	-19.85%
Auto & Diesel Fuel Sales	295,000	295,000	257,399	(37,601)	-12.75%	245,039	5.04%
Retail Fuel Sales	8,189,350	8,189,350	7,154,962	(1,034,388)	-12.63%	7,015,136	1.99%
Into Plane Fees	810,000	810,000	768,515	(41,485)	-5.12%	730,085	5.26%
Fuel Farm Fees	916,500	916,500	1,032,116	115,616	12.61%	868,166	18.88%
General Aviation Landing Fees	340,000	340,000	512,066	172,066	50.61%	380,202	34.68%
Aircraft Parking Fees	550,000	550,000	615,028	65,028	11.82%	569,605	7.97%
Deicing Services	1,499,450	1,499,450	1,859,614	360,164	24.02%	2,263,419	-17.84%
FBO Properties	449,130	449,130	388,272	(60,858)	-13.55%	353,927	9.70%
FBO Services	135,000	135,000	249,645	114,645	84.92%	181,190	37.78%
TOTAL REVENUES	12,889,430	12,889,430	12,580,219	(309,211)	-2.40%	12,361,731	1.77%
COST OF SALES							
Fuel Costs - Jet A	3,740,000	3,740,000	3,273,486	(466,514)	-12.47%	3,451,613	-5.16%
Fuel Discounts - Jet A	300,000	300,000	297,032	(2,968)	-0.99%	184,836	60.70%
Fuel Costs - SAF	0	0	0	0	0.00%	0	0.00%
Fuel Costs - AvGas	320,850	320,850	367,922	47,072	14.67%	341,617	7.70%
Fuel Discounts - AvGas	0	0	11,358	11,358	0.00%	11,274	0.75%
Fuel Costs - Commercial AvGas	15,000	15,000	14,664	(336)	-2.24%	18,193	-19.40%
Fuel Costs - Auto & Diesel	222,000	222,000	203,809	(18,191)	-8.19%	196,686	3.62%
Total Fuel Costs	4,597,850	4,597,850	4,168,271	(429,579)	-9.34%	4,204,217	-0.85%
Deicing Costs - Type I & IV	1,133,308	1,133,308	1,143,448	10,141	0.89%	1,508,059	-24.18%
Customs Garbage, Oil & Other	2,000	2,000	49,698	47,698	2384.92%	35,442	40.22%
Total Cost of Sales	5,733,158	5,733,158	5,361,418	(371,739)	-6.48%	5,747,718	-6.72%
Net Operating	7,156,273	7,156,273	7,218,801	62,528	0.87%	6,614,013	9.14%
OPERATING EXPENSES BY CATEGORY							
Personal Services							
Salaries	1,808,524	1,808,524	2,021,806	213,282	11.79%	1,703,442	18.69%
Overtime	248,025	248,025	242,093	(5,932)	-2.39%	266,502	-9.16%
Total Personal Services	2,056,549	2,056,549	2,263,898	207,349	10.08%	1,969,945	14.92%
Employee Benefits	804,801	804,801	626,512	(178,289)	-22.15%	613,091	2.19%
Utilities & Communications	102,087	102,087	98,594	(3,493)	-3.42%	117,476	-16.07%
Purchased Services	690,818	690,818	760,276	69,458	10.05%	657,754	15.59%
Materials & Supplies							
Buildings	133,406	133,406	98,568	(34,838)	-26.11%	103,370	-4.65%
Grounds	38,000	38,000	19,866	(18,134)	-47.72%	11,083	79.25%
Vehicles	457,191	457,191	725,391	268,200	58.66%	637,096	13.86%
Total Materials & Supplies	628,597	628,597	843,824	215,227	34.24%	751,549	12.28%
Administrative Expenses	346,435	346,435	402,039	55,604	16.05%	354,293	13.48%
Non-Capital Equipment	114,505	114,505	174,206	59,701	52.14%	127,045	37.12%
TOTAL EXPENSES	4,743,793	4,743,793	5,169,350	425,557	8.97%	4,591,153	12.59%
FBO Net Direct Cost	\$ 2,412,480	\$ 2,412,480	\$ 2,049,451	\$ (363,029)	-15.05%	\$ 2,022,860	1.31%



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## FINANCIAL REPORT

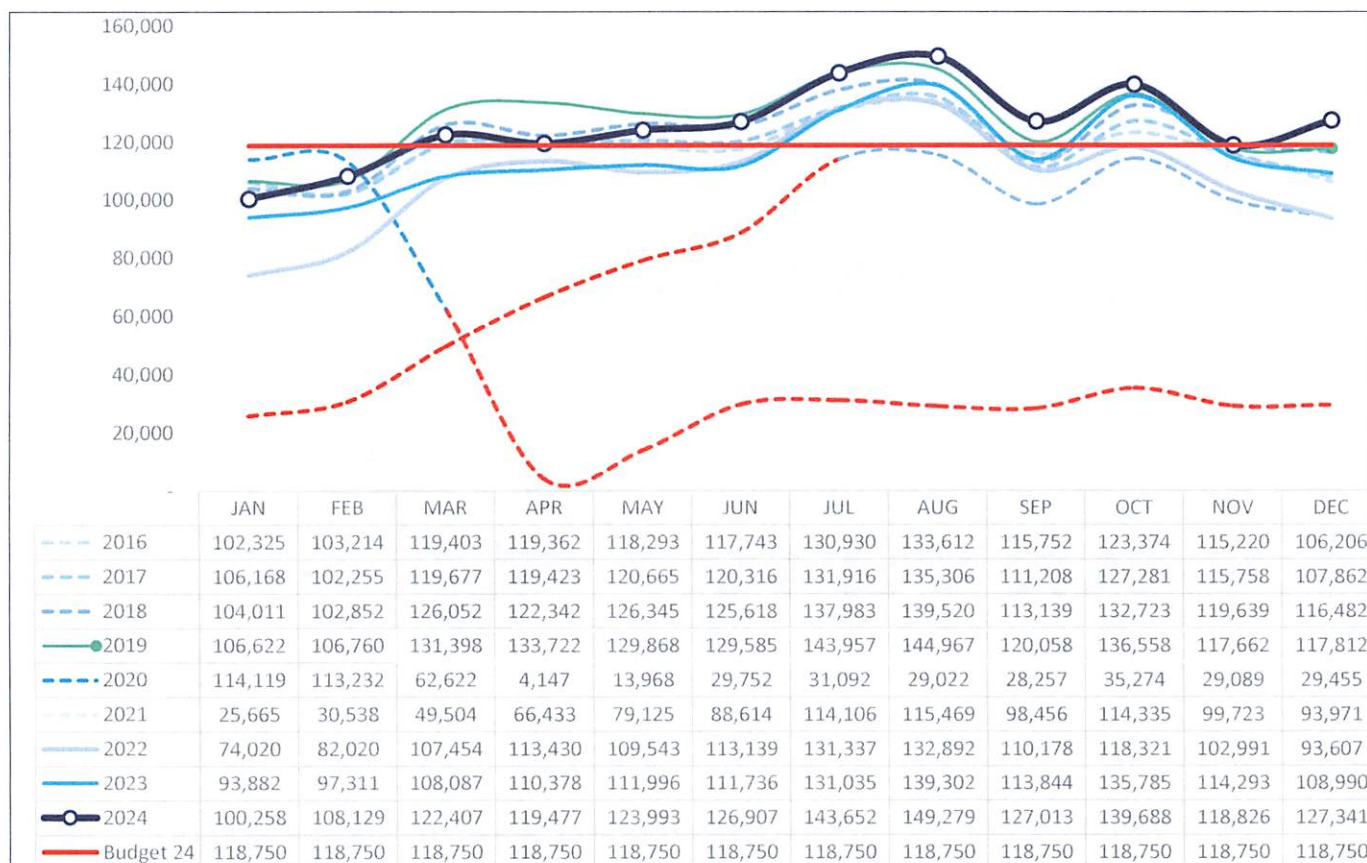
December 2024 (unaudited)

February 10, 2025

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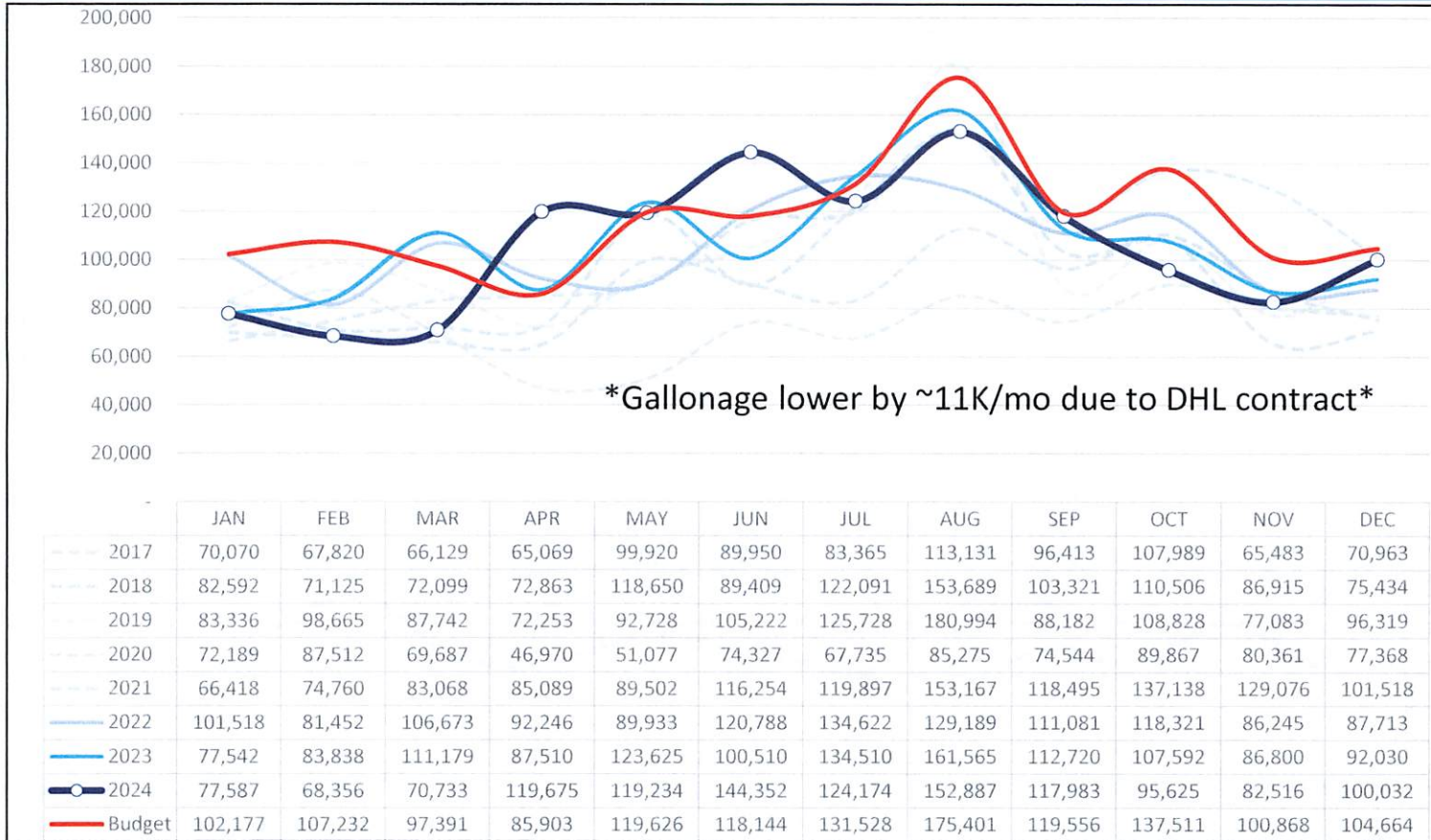
# Monthly Enplanements



**Annual**  
 1,405,434  
 1,417,835  
 1,466,706  
 1,518,969  
 520,029  
 975,939  
 1,288,932  
 1,376,639  
 1,507,130



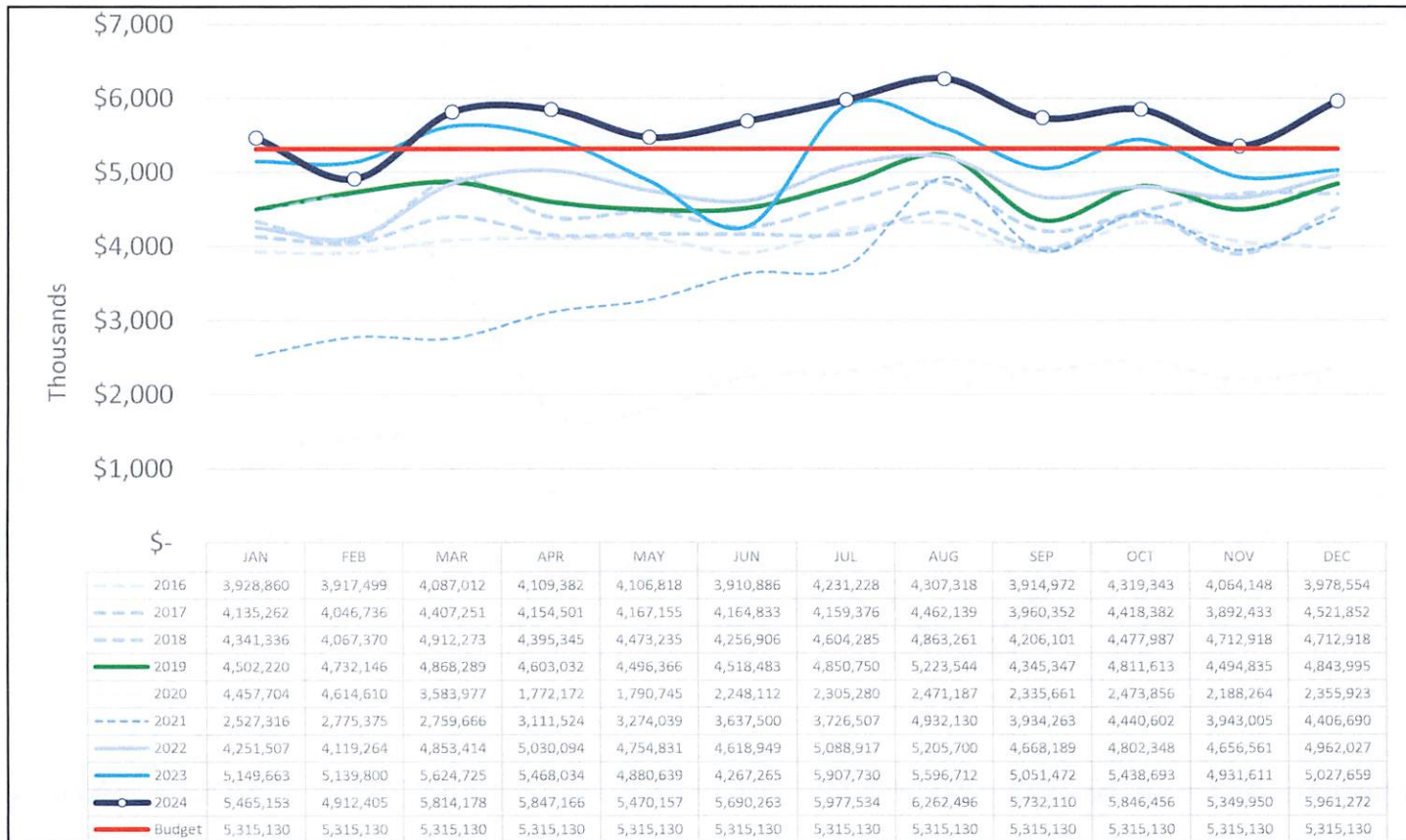
## Monthly Jet A FBO only (gallons)



Annual  
 996,302  
 1,158,694  
 1,217,080  
 876,912  
 1,274,382  
 1,259,781  
 1,279,421  
 1,266,446

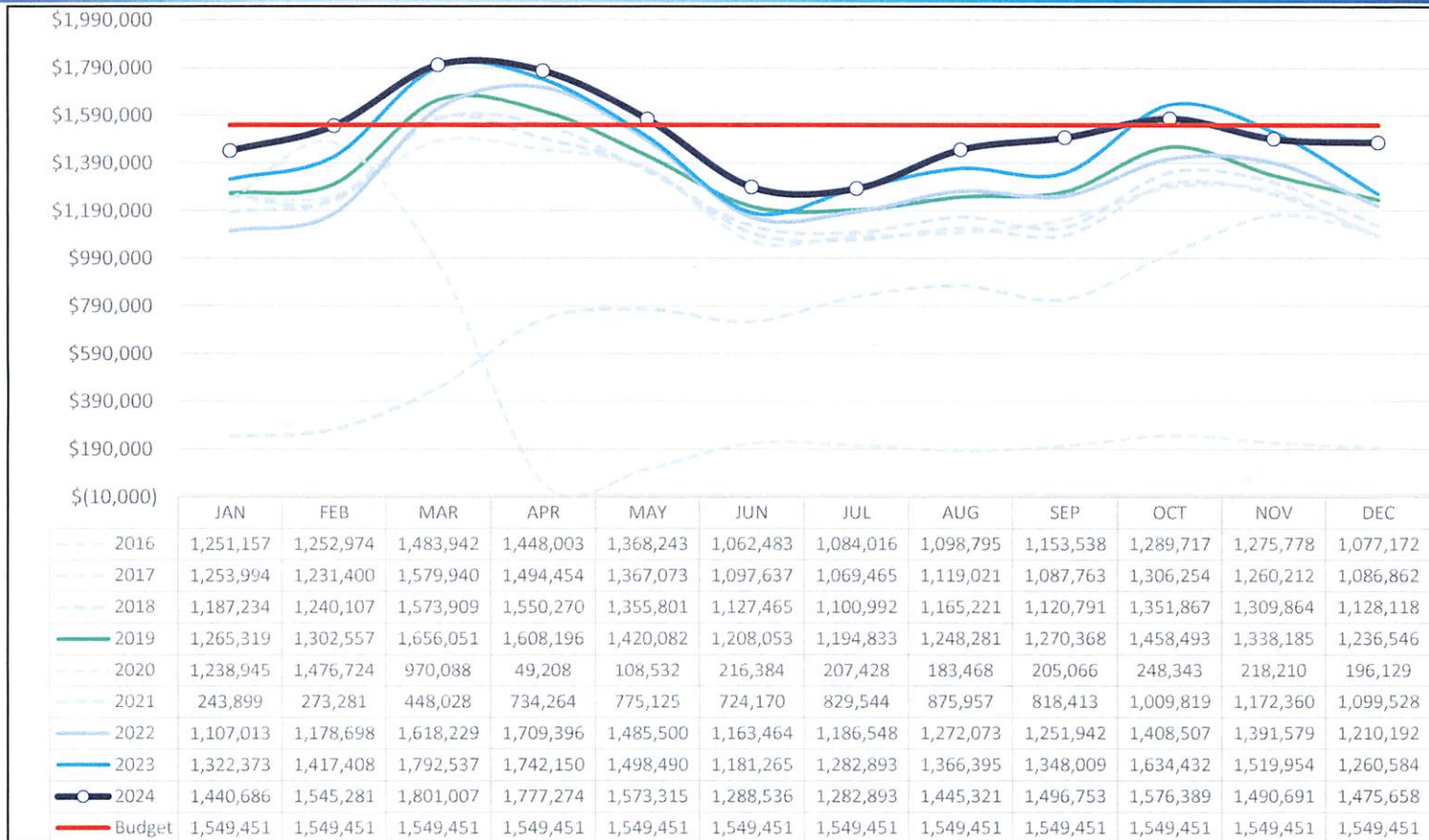


## Operating Revenue (including FBO)



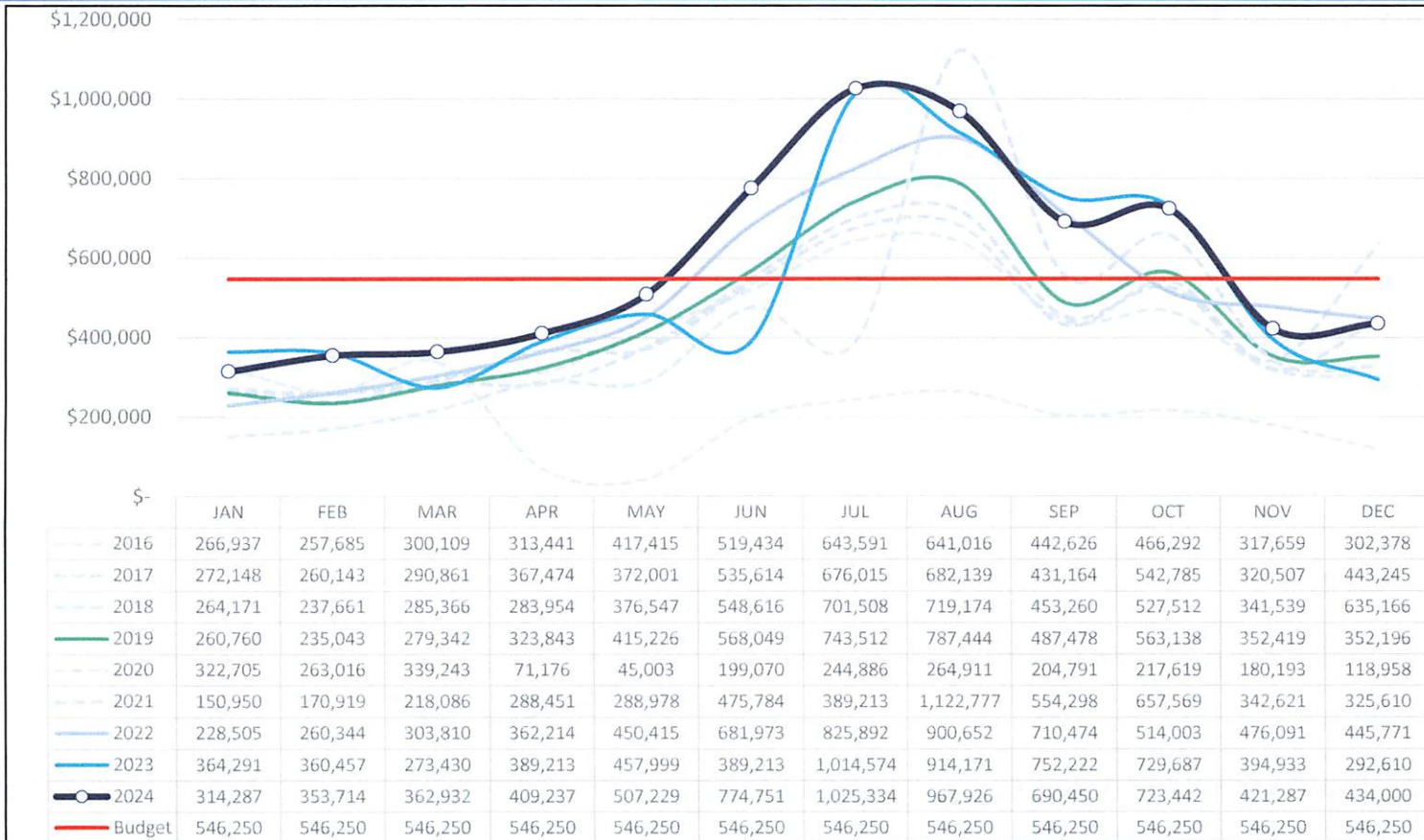
Annual  
 48,876,020  
 50,490,272  
 54,023,935  
 56,290,620  
 32,597,491  
 43,468,617  
 57,011,801  
 62,484,003  
 68,329,140

## Parking Revenues

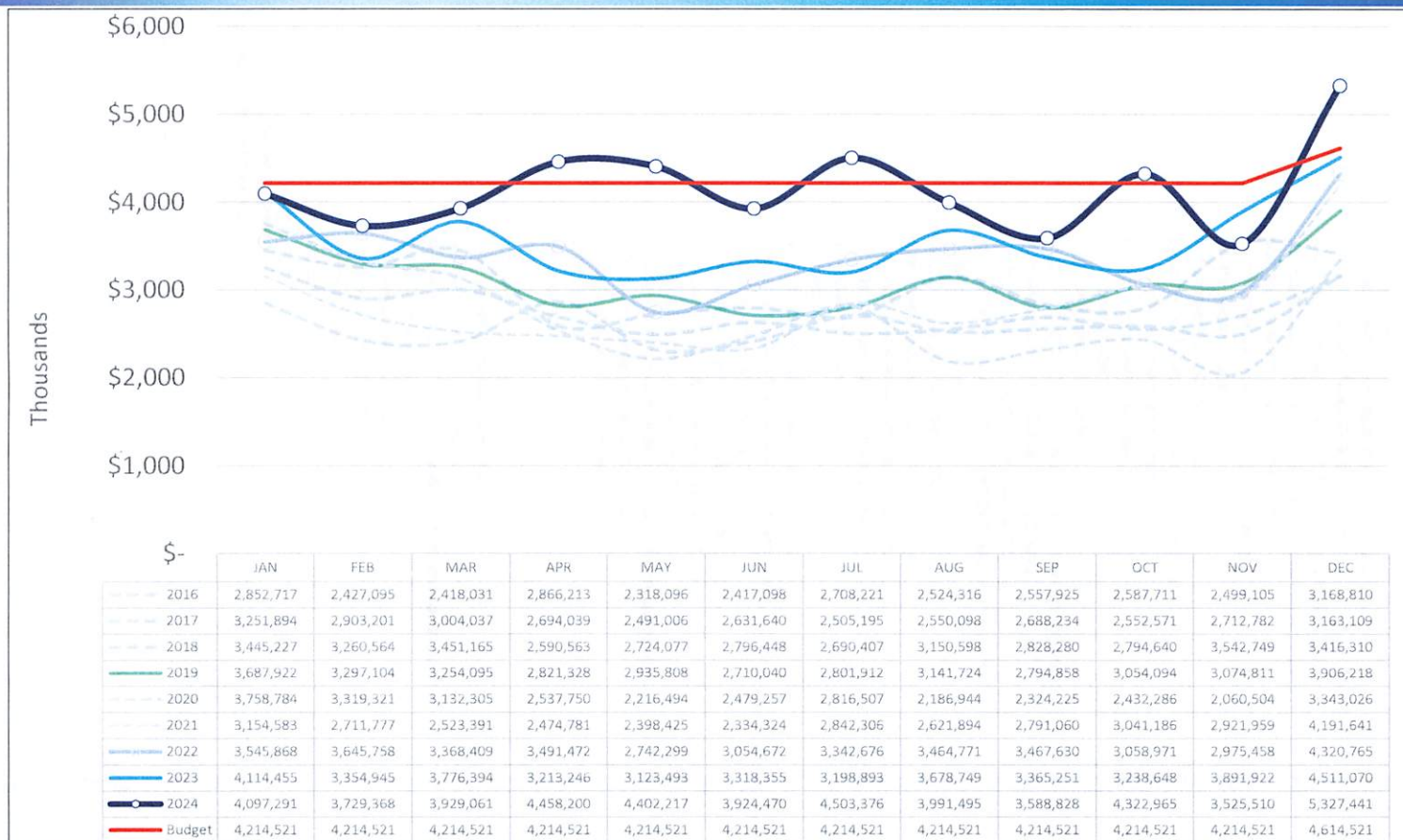




## Rental Car Revenues



## Operating Expense (including FBO)

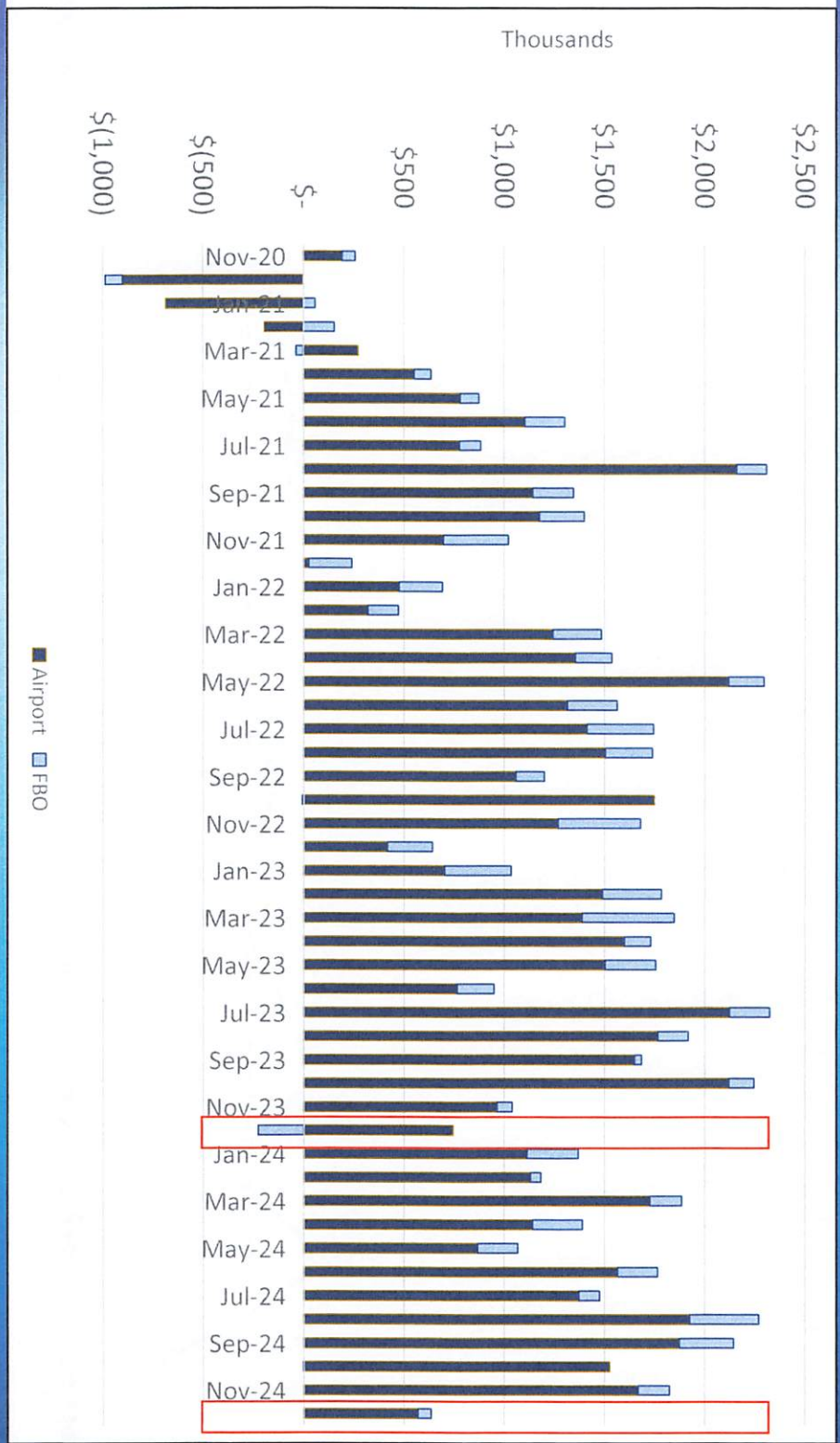


Annual  
 31,345,338  
 33,147,806  
 36,691,028  
 37,479,914  
 32,607,403  
 34,007,327  
 40,478,749  
 42,785,421  
 49,800,222



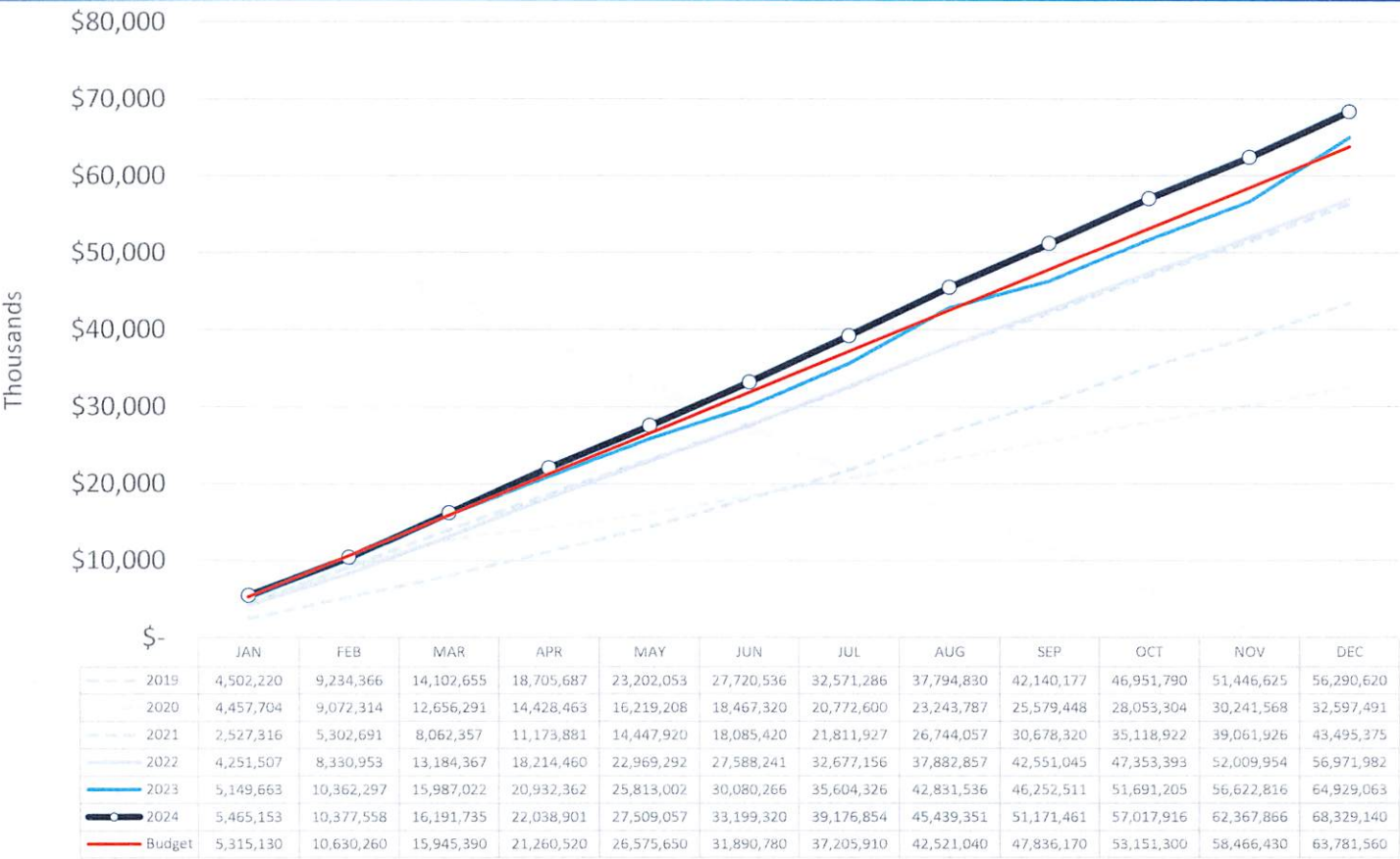


# Operating Net Profit, Airport and FBO





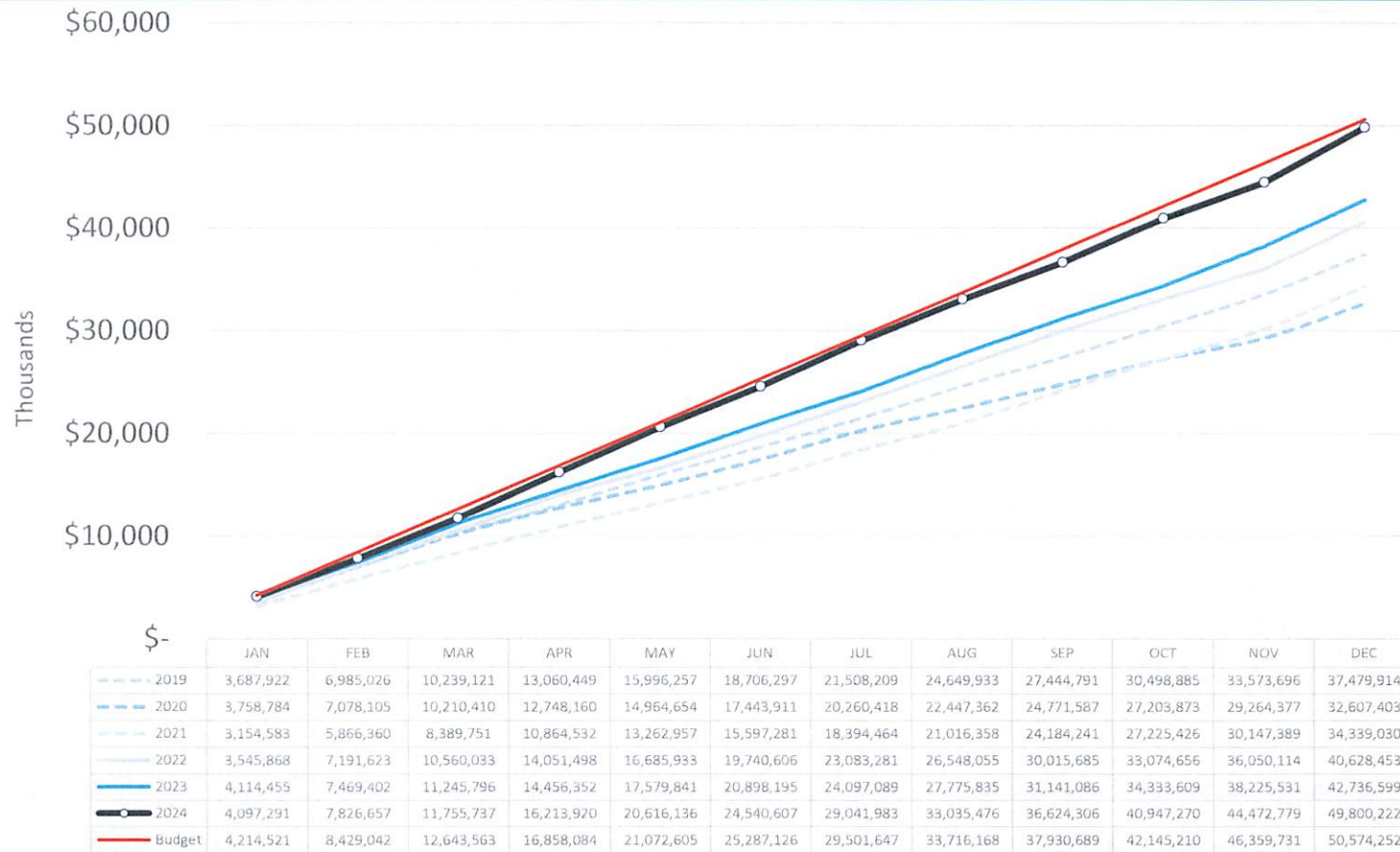
# YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)







## YTD Operating Expense vs. YTD Budget (including FBO)



## Line of Credit Draws



	Draw Date	Amount	Repayment Date
LOC Draw 01	8-Mar-24	\$ 984,381.73	12-Aug-24
LOC Draw 02	8-Mar-24	761,816.97	2-Apr-24
LOC Draw 03	20-Mar-24	959,655.24	8-Apr-24
LOC Draw 04	9-May-24	2,152,308.12	1-Jul-24
LOC Draw 05	9-May-24	1,285,737.86	1-Jul-24
LOC Draw 06	14-Jun-24	2,586,897.15	2-Oct-24
LOC Draw 07	14-Jun-24	2,337,750.23	2-Oct-24
LOC Draw 08	22-Aug-24	4,055,372.75	16-Oct-24
LOC Draw 09	15-Nov-24	3,159,332.20	10-Jan-25
LOC Draw 10	23-Dec-24	1,554,653.15	
LOC Draw 11	16-Jan-25	2,712,734.22	
	Outstanding	4,267,387.37	

The line of credit renews on February 28, 2025 with a two year term expiring on February 28, 2027



## Airline Schedules



### Albany International Airport Airline and Direct Market Flights For the week of February 9, 2025

#### AIRLINE

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Allegiant	2	1	1	2	3	4	4
American	12	12	10	11	13	14	12
Avelo		2				2	
Delta	7	8	8	8	8	8	7
Jet Blue	4	4	2	2	4	4	4
Southwest	9	10	9	9	12	12	17
United	8	8	8	8	8	9	8
	42	45	38	40	48	53	52

#### DIRECT MARKET

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Atlanta	2	3	3	3	3	3	3
Baltimore	4	4	4	4	4	4	6
Charlotte	3	3	3	3	3	3	3
Charlotte/Concord		1				1	
Chicago-Midway	1	1	1	1	1	1	1
Chicago-O'Hare	4	4	4	4	5	6	4
Dallas/Ft. Worth						1	1
Denver		1			1	1	1
Detroit	3	3	3	3	3	3	3
Fort Lauderdale	2	2	1	1	3	3	3
Ft. Meyers							1
Las Vegas	1	1	1	1	1	1	1
Miami							1
Myrtle Beach						1	
New York LaGuardia	2	2	2	2	2	2	1
Newark	2	2	2	2	2	2	2
Orlando	4	4	3	3	5	5	6
Orlando/Sanford	1				1		1
Philadelphia	3	3	1	2	3	3	3
Punta Gorda	1		1	1	1	1	1
Raleigh Durham		1				1	
Sarasota Bradenton						1	2
St. Petersburg		1		1	1	1	1
Tampa	1	1	1	1	1	1	1
Washington/Dulles	4	4	4	4	4	4	4
Washington/Reagan	4	4	4	4	4	4	2
	42	45	38	40	48	53	52



## **Status of Airline Use & Lease Agreement Renewal for January 1, 2026:**

- May 22, ALB Use & Lease Kickoff Meeting w Signatory Airlines
- Jun 27, ALB Use & Lease Second Meeting
- Jul 25, ALB Use & Lease Third Meeting
- Aug 26, ALB Use & Lease Fourth Meeting, w 2025 Rates & Charges
- Sep 23, ALB Use & Lease Fifth Meeting, w 2025 Rates & Charges
- Oct 16, ALB Use & Lease Sixth Meeting
- Nov 20, ALB Use & Lease Seventh Meeting
- Dec 18, ALB Use & Lease Eighth Meeting
- February 27, 2025 Meeting to discuss redline version of agreement

## **Next month Board Meeting:**

- Presentation and request to purchase credits from a solar field for electricity resulting in a 10% savings in electric costs – approx. \$180,000 a year



Thank You



## **AGENDA ITEM NO. 6**

### **Project Development**



## **AGENDA ITEM NO. 7**

**Counsel**

## **AGENDA ITEM NO. 8**

### **Concessions/Ambassador Program**



## **AGENDA ITEM NO. 9**

### **Public Affairs**

## **AGENDA ITEM NO. 10**

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



## **AGENDA ITEM NO. 10.1**

**Purchase Order: Purchase of Two (2)  
Airport Shuttle Buses  
Vendor: Matthews Buses Commercial**

AGENDA ITEM NO: 10.1

MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**      *Finance*

**ACAA Approved**  
**02/10/2025**

**Contact Person:**    *Margaret Herrmann, Acting Chief Financial Officer*

**PURPOSE OF REQUEST:**

**Purchase Order:** *Purchase of Two (2) Airport Shuttle Buses*

**Vendor:** *Matthews Buses Commercial*

**CONTRACT AMOUNT:**

**Total Contract Amount:**    *One(1) Gasoline Bus (w/Options & Accessories) \$132,949.00*  
   *One (1) CNG Bus (w/Options & Accessories) \$169,576*

**BUDGET INFORMATION:**

**Anticipated in Current ALB Capital Plan:**    Yes ✓    No        NA    

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

**Federal**                 **State**                 **Airport** 100%      **NA**             
**Funding Source:** 2190-Capital Equipment

**JUSTIFICATION:**

*Authorization is requested to purchase two (2) passenger shuttle buses. These buses will replace two buses in our fleet that are 8 years old and with over 170K miles on each of them. These older buses in our fleet are requiring frequent repairs. Matthews Buses Commercial can deliver in less than 120 days which is key to our passenger shuttle service. The NYS OGS Contractor delivery was more than a year. Matthews Buses Commercial proposed pricing under a Connecticut Department of Administrative Services Contract (#24PSX0110). The request is being made for the purchase of one compressed natural gas (CNG) powered bus and one gasoline powered bus at a combined cost of \$302,525.00. Upon approval a purchase order will be issued to Matthews Buses Commercial.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

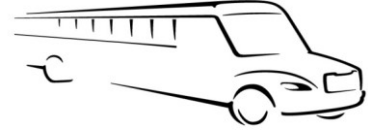
*Recommend approval.*

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

**BACK-UP MATERIAL:**

*Written quote from dealer along with the list of options for each bus.*

Legacy of Trust



New York Regional Office  
Office, Cell & Text (518) 390-1243 / [www.matthewsbusescommercial.com](http://www.matthewsbusescommercial.com)

Albany International Airport  
130 Sicker Road  
Latham, NY 12110

1/13/2025  
Quote #RS 25-STCTDAS-ALB03

Chris Pasquini / (518) 242-2379 / [Cpasquini@albanyairport.com](mailto:Cpasquini@albanyairport.com)

**THIS PROPOSAL IS BASED UPON THE CT DAS CONTRACT #24PSX0110 ADMINISTERED THROUGH TASCA FORD**

**PROPOSED VEHICLE: STARTRANS SENATOR SII BUS WITH THE STANDARD EQUIPMENT AND OPTIONS LISTED BELOW**

Galvanized Steel Exterior	FMVSS Certified Integrally Welded Steel Bus Body Structure	Aluminized Steel Cage Structure
Pressure Laminated Sidewalls	Ventable 36" X 36" Transit T-Slide Windows	One Piece FRP Roof Panel
White / Light Gray FRP Interior	93" Interior Width, 80" Interior Height (75" with Raised Floor)	Undercoated and Sealed Subfloor
Gerfloor Transit Grade Flooring	5/8" CD Exterior Grade Plywood Flooring with Sealed Edges	Insulated Roof and Exterior walls
Door Activated Stepwell Lighting	Infinite Track Seating to allow Seat Spacing Modifications	11.5" Ground to First Step Height
Sound Abating Fabric Headliner	Printed Circuit Board LED Light Modular Electrical System	9.5" Risers, 11" Deep Step Treads
Curbside Modesty Panel Barrier	Dash Mounted Electrical Panel w/ Backlit Transit Grade Switches	Chrome Front Bumper and Grille
High Back Recliner Drivers Seat	LED Tail Lights, Center Brake Light, F&R Clearance Lights	Dash HVAC / AC & Heating System

**THE PROPOSED VEHICLE OFFERS A CAPACITY OF 14 PASSENGER SEATS AND 0 WHEELCHAIRS PLUS THE DRIVER**

QTY	DESCRIPTION	
1	<b>2024 Chevrolet 4500 Chassis</b>	Chevrolet 4500 / 14,200 GVWR Chassis, 159" Wheelbase, 6.6L Gasoline Engine, 10 Speed Automatic Transmission, 220 Ampere Alternator, Dual Batteries, Dash HVAC, Chrome Bumper, F&R Disc Brakes, Six Way Power Drivers Seat.
1	<b>2025 Senator SII 22</b>	Startrans Senator SII Bus with Standard Equipment listed above / 275" Overall Length
1	INTEGRALLY WELDED ALUMINIZED STEEL CAGE STRUCTURE MEETING ALL APPLICABLE FMVSS REGULATIONS	
1	7 YEAR / 200,000 MILE ALTOONA TESTED, FORD QVM COMPLIANT, ISO CERTIFIED, BUY AMERICA COMPLIANT	
1	CHASSIS OPTIONS	
1	RE-ROUTE EXHAUST TO DRIVERS SIDE OF BUS EXITING FORWARD OF THE REAR BUMPER	
1	DRIVERS ENTRY ASSIST RUNNING BOARD CONSTRUCTED OF ALUMINUM DIAMOND PLATE / 12" WIDE	
1	FRONT RUBBER MUD FLAP / CURB SIDE / REAR MUDFLAPS ARE STANDARD	
1	BATTERY BOX FOR AUXILIARY BATTERY / SKIRT MOUNTED / WITH STAINLESS STEEL SLIDING TRAY	
1	REAR IMPACT ABSORBING TRANSIT STYLE BUMPER / FRONT OEM CHROME BUMPER	
1	FRONT SUSPENSION ALIGNMENT WITH ADJUSTABLE ECCENTRIC PERFORMED PRIOR TO DEPARTING FACTORY / PRINTOUT PROVIDED	
1	BATTERY DISCONNECT SWITCH, BUS BODY	
1	TECTYL 121B HEAVY DUTY FACTORY UNDERCOATING	
1	MIRROR OPTIONS	
1	ROSCO TRANSIT GRADE HEATED AND REMOTE REARVIEW EXTERIOR MIRRORS WITH INTEGRAL LOWER CONVEX	
1	STAINLESS STEEL, CORROSION-RESISTANT MIRROR ARMS	
1	INTERIOR REARVIEW MIRROR / 6" X 9" CONVEX MIRROR MOUNTED OVER DRIVER	
1	INTERIOR TRIM	
1	UPGRADE TO 3/4" SPACE AGE SYNTHETICS COMPOSITE SUBFLOORING WITH SEALED EDGES (MOISTURE RESISTANT / ROT FREE)	
1	STANDEE LINE / YELLOW FLUSH MOUNTED LINE AT FORWARD EDGE OF PASSENGER COMPARTMENT	
1	GERFLOOR SIRIUS TRANSIT FLOORING / ANTHRACITE GREY WITH HOT WELDED SEAMS / SMOOTH THROUGHOUT	
1	HEADLINER / GRAY FRP WITH GRAY VINYL TRIM AND GRAY VINYL CABLINER	



1	FRP REAR WALL WITH GRAY VINYL TRIM / GRAY SEA SPRAY FABRIC HEADLINER AND GRAY VINYL CABLINER
1	COVED FLOORING / GERFLOR TRANSIT FLOORING CURVES UP SIDEWALL AT WALL JOINT TO PREVENT MOISTURE INTRUSION TO SIDEWALL
1	AZDEL SUPERLITE COMPOSITE SIDEWALL SUBSTRATE / MOISTURE-RESISTANT, REDUCES CORROSION POTENTIAL IN WALLS
.	DOOR OPTIONS
1	ELECTRICALLY CONTROLLED PASSENGER ENTRANCE DOOR / 37" WIDE CLEAR OPENING X 80" HIGH
.	WINDOW OPTIONS
1	FRONT BACKLIT DESTINATION SIGN (LED BACKLIT - WHITE BLANK SPACE TO ADD LOGO ON FRONT ROOF CAP)
.	CLIMATE CONTROL OPTIONS
1	ROOF HATCH / TRANSPEC LOW PROFILE DUAL PURPOSE ESCAPE HATCH AND VENTILATOR
2	HEATER / 70,000 BTU CAPACITY HEATER IN PASSENGER COMPARTMENT / FLOOR MOUNT
2	QUARTER TURN COOLANT VALVES, ONE INLET - ONE OUTLET
1	AIR CONDITIONING / 70,000 BTU CAPACITY AC IN PASSENGER COMPARTMENT (DUAL COMPRESSOR / FORD)
1	ROOFTOP CONDENSER VALEO A/C - HIGH PERFORMANCE IN SUMMER AND LESS CORROSION FROM SALT IN WINTER
1	SYSTEM SPEC: VALEO 23045 REAR IN-WALL EVAPORATOR, 25067 ROOFTOP CONDENSER, TM-16 10 CID COMPRESSOR
.	SEATING OPTIONS
1	DRIVERS HIGH BACK RECLINER / FORD OEM WITH RIGHT SIDE ARMREST
7	MID BACK DOUBLE PASSENGER SEAT / FREEDMAN SEATING / TWO PASSENGER SEAT
14	SEATBELTS / 60" FREE STANDING PASSENGER SEATBELTS
10	KICK PANEL UNDER PERIMETER MOUNTED SEATS WITH HOODED ACCENT LIGHTING WITH DASH MOUNTED SWITCH
1	PERIMETER STYLE SIDE FACING SEATING / REAR 5 FORWARD FACING SEATS
.	MISC. INTERIOR OPTIONS
1	AUDIO / FORD OEM AM/FM CLOCK RADIO WITH 4 SPEAKERS IN PASSENGER COMPARTMENT
1	AUDIO - ADD PUBLIC ADDRESS MICROPHONE INCLUDING EXTERNAL SPEAKER
1	DRIVERS MODESTY PANEL SECURED TO STAINLESS STEEL STANCHION POLES
1	PLEXIGLASS PANEL ABOVE DRIVERS MODESTY PANEL / TINTED / INCLUDES CUT-OUT FOR HAND HOLD
1	LUGGAGE RACK FOR BAG STORAGE / 60" WIDE / CONSTRUCTED OF STAINLESS STEEL WITH TWO ANGLED SHELVES
1	LAMINATED ELECTRICAL SCHEMATIC INSTALLED IN ELECTRICAL COMPARTMENT DOOR (EACH BUS INCLUDES USB ELECTRICAL SCHEMATICS STD)
1	VEHICLE HEIGHT PLACARD INSTALLED WITHIN DRIVER VIEW (INCLUDING ROOFTOP A/C)
1	SAFETY EQUIPMENT / BACKUP ALARM, 25 UNIT FIRST AID KIT, 5# FIRE EXTINGUISHER, AND TRIANGLE REFLECTORS
1	SAFETY EQUIPMENT / SEAT BELT CUTTER
1	BACKUP CAMERA SYSTEM WITH REARVIEW MIRROR MOUNTED LCD MONITOR / ALLOWS VIEW TO REAR OF VEHICLE
1	GRABRAILS / DUAL ANGLED STAINLESS STEEL GRABRAILS BOTH SIDES OF ENTRY STEPWELL
4	GRABRAILS / UPGRADE DUAL ENTRY GRABRAILS TO OPTIC YELLOW / POWDER COAT PAINTED
1	GRABRAILS / DUAL CEILING MOUNTED STAINLESS STEEL GRABRAILS BOTH SIDES OF AISLE
1	GRABRAILS / OVERHEAD GRABRAILS UPGRADE TO YELLOW
1	<b>SEON SAFE FLEET CAMERA SYSTEM (4 CAMERA - ADDITIONAL UPGRADES AVAILABLE)</b>
.	EXTERIOR OPTIONS
1	COMPOSITE EXTERIOR SKIN INCLUDING LOWER SKIRTS / HIGH GLOSS COMPOSITE SHEET IN LIEU OF GALVANIZED STEEL
1	UPGRADE TO STAINLESS STEEL STEPWELL ASSEMBLY IN LIEU OF POWDER COAT PAINTED STEEL
1	AZDEL SUPERLITE COMPOSITE SIDEWALL SUBSTRATE / MOISTURE-RESISTANT, REDUCES CORROSION POTENTIAL IN WALLS
.	LIGHT OPTIONS
1	LIGHTING CONTROL / INTERIOR LIGHTS TO ILLUMINATE WHEN ENTRANCE DOOR OPENS
1	DIMMER SWITCH FOR INTERIOR LED LIGHTS TO ALLOW FOR ADJUSTMENT WITH DOOR CLOSED
1	LED INTERIOR LIGHTS / BROAD SPECTRUM LED LIGHTING WITH DRIVER MASTER CONTROL
1	LED STEPWELL LIGHT ACTIVATED BY DOOR OPENING / LED LICENSE PLATE LIGHT
1	LED TAIL LIGHTS / RED MARKER & BRAKE, RED TURN SIGNALS, CLEAR BACKUP / ALL RUBBER GROMMET MOUNTED
1	LED CENTER BRAKE LIGHT MOUNTED ABOVE REAR DOOR / WINDOW
1	LED CLEARANCE AND MARKER LIGHTS / 5 AMBER ON FRONT AND 7 RED AT REAR (RECESSED FOR PROTECTION)
1	LED MID BODY MOUNTED MARKER AND TURN SIGNALS WITH ARMOR GUARD
1	LIGHT - EXTERIOR HOODED AND INTERIOR COURTESY LIGHT AT ENTRANCE DOOR (ADA REQUIRED)
1	ROOFTOP AMBER STROBE LIGHT ACTIVATED BY DASHBOARD SWITCH
.	MISCELLANEOUS OPTIONS
1	BRIGHT WHITE EXTERIOR TO ENHANCE GRAPHICS CONTRAST (MATCHING CHASSIS CAB INCLUDING DOOR JAMBS)
1	DRIVER COAT HOOK

WE ARE PLEASE TO QUOTE EXCLUSIVE OF APPLICABLE TAXES AND DELIVERED TO YOUR FACILITY	\$132,949
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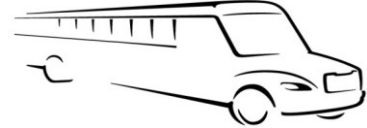
Quoted by Rich Solano / Commercial Sales Consultant / [rsolano@matthewsbusescommercial.com](mailto:rsolano@matthewsbusescommercial.com)

All factory concessions have been calculated into this proposal and may require endorsement at the time of delivery.

Estimated delivery date 75-120 days from date of PO. This proposal is valid for 30 days.

Thank You for this opportunity!!

Legacy of Trust



New York Regional Office  
Office, Cell & Text (518) 390-1243 / [www.matthewsbusescommercial.com](http://www.matthewsbusescommercial.com)

Albany International Airport  
130 Sicker Road  
Latham, NY 12110

1/8/2025  
Quote #RS 25-STCTDAS-ALB02

Chris Pasquini / (518) 242-2379 / [Cpasquini@albanyairport.com](mailto:Cpasquini@albanyairport.com)

**THIS PROPOSAL IS BASED UPON THE CT DAS CONTRACT #24PSX0110 ADMINISTERED THROUGH TASCA FORD**

**PROPOSED VEHICLE: STARTRANS SENATOR SII BUS WITH THE STANDARD EQUIPMENT AND OPTIONS LISTED BELOW**

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White / Light Gray FRP Interior	93" Interior Width, 80" Interior Height (75" with Raised Floor)	Undercoated and Sealed Subfloor
Gerfloor Transit Grade Flooring	5/8" CD Exterior Grade Plywood Flooring with Sealed Edges	Insulated Roof and Exterior walls
Door Activated Stepwell Lighting	Infinite Track Seating to allow Seat Spacing Modifications	11.5" Ground to First Step Height
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High Back Recliner Drivers Seat	LED Tail Lights, Center Brake Light, F&R Clearance Lights	Dash HVAC / AC & Heating System

**THE PROPOSED VEHICLE OFFERS A CAPACITY OF 14 PASSENGER SEATS AND 0 WHEELCHAIRS PLUS THE DRIVER**

QTY	DESCRIPTION	
1	<b>2025 Ford E-450 Chassis</b>	Ford E-450 / 14,500 GVWR Chassis, 7.3L Gasoline Engine, 6 Speed Automatic Transmission, 240 Ampere Alternator, Dual Batteries, Dash HVAC, Chrome Bumper, F&R Disc Brakes, OEM Radio.
1	<b>2025 Senator SII 22</b>	Startrans Senator SII Bus with Standard Equipment listed above / 278" Overall Length
1	INTEGRALLY WELDED ALUMINIZED STEEL CAGE STRUCTURE MEETING ALL APPLICABLE FMVSS REGULATIONS	
1	7 YEAR / 200,000 MILE ALTOONA TESTED, FORD QVM COMPLIANT, ISO CERTIFIED, BUY AMERICA COMPLIANT	
-	CHASSIS OPTIONS	
1	RE-ROUTE EXHAUST TO DRIVERS SIDE OF BUS EXITING FORWARD OF THE REAR BUMPER	
1	DRIVERS ENTRY ASSIST RUNNING BOARD CONSTRUCTED OF ALUMINUM DIAMOND PLATE / 12" WIDE	
1	FRONT RUBBER MUD FLAP / CURB SIDE / REAR MUDFLAPS ARE STANDARD	
1	BATTERY BOX FOR AUXILIARY BATTERY / SKIRT MOUNTED / WITH STAINLESS STEEL SLIDING TRAY	
1	REAR IMPACT ABSORBING TRANSIT STYLE BUMPER / FRONT OEM CHROME BUMPER	
1	FRONT SUSPENSION ALIGNMENT WITH ADJUSTABLE ECCENTRIC PERFORMED PRIOR TO DEPARTING FACTORY / PRINTOUT PROVIDED	
1	BATTERY DISCONNECT SWITCH, BUS BODY	
1	TECTYL 121B HEAVY DUTY FACTORY UNDERCOATING	
-	MIRROR OPTIONS	
1	ROSCO TRANSIT GRADE HEATED AND REMOTE REARVIEW EXTERIOR MIRRORS WITH INTEGRAL LOWER CONVEX	
1	STAINLESS STEEL, CORROSION-RESISTANT MIRROR ARMS	
1	INTERIOR REARVIEW MIRROR / 6" X 9" CONVEX MIRROR MOUNTED OVER DRIVER	
-	INTERIOR TRIM	
1	UPGRADE TO 3/4" SPACE AGE SYNTHETICS COMPOSITE SUBFLOORING WITH SEALED EDGES (MOISTURE RESISTANT / ROT FREE)	
1	STANDEE LINE / YELLOW FLUSH MOUNTED LINE AT FORWARD EDGE OF PASSENGER COMPARTMENT	
1	GERFLOOR SIRIUS TRANSIT FLOORING / ANTHRACITE GREY WITH HOT WELDED SEAMS / SMOOTH THROUGHOUT	
1	HEADLINER / GRAY FRP WITH GRAY VINYL TRIM AND GRAY VINYL CABLINER	
1	FRP REAR WALL WITH GRAY VINYL TRIM / GRAY SEA SPRAY FABRIC HEADLINER AND GRAY VINYL CABLINER	



1	COVERED FLOORING / GERFLOR TRANSIT FLOORING CURVES UP SIDEWALL AT WALL JOINT TO PREVENT MOISTURE INTRUSION TO SIDEWALL
1	AZDEL SUPERLITE COMPOSITE SIDEWALL SUBSTRATE / MOISTURE-RESISTANT, REDUCES CORROSION POTENTIAL IN WALLS
.	DOOR OPTIONS
1	ELECTRICALLY CONTROLLED PASSENGER ENTRANCE DOOR / 37" WIDE CLEAR OPENING X 80" HIGH
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.	CLIMATE CONTROL OPTIONS
1	ROOF HATCH / TRANSPEC LOW PROFILE DUAL PURPOSE ESCAPE HATCH AND VENTILATOR
2	HEATER / 70,000 BTU CAPACITY HEATER IN PASSENGER COMPARTMENT / FLOOR MOUNT
2	QUARTER TURN COOLANT VALVES, ONE INLET - ONE OUTLET
1	AIR CONDITIONING / 70,000 BTU CAPACITY AC IN PASSENGER COMPARTMENT (DUAL COMPRESSOR / FORD)
1	ROOFTOP CONDENSER VALEO A/C - HIGH PERFORMANCE IN SUMMER AND LESS CORROSION FROM SALT IN WINTER
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1	AUDIO - ADD PUBLIC ADDRESS MICROPHONE INCLUDING EXTERNAL SPEAKER
1	DRIVERS MODESTY PANEL SECURED TO STAINLESS STEEL STANCHION POLES
1	PLEXIGLASS PANEL ABOVE DRIVERS MODESTY PANEL / TINTED / INCLUDES CUT-OUT FOR HAND HOLD
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1	LAMINATED ELECTRICAL SCHEMATIC INSTALLED IN ELECTRICAL COMPARTMENT DOOR (EACH BUS INCLUDES USB ELECTRICAL SCHEMATICS STD)
1	VEHICLE HEIGHT PLACARD INSTALLED WITHIN DRIVER VIEW (INCLUDING ROOFTOP A/C)
1	SAFETY EQUIPMENT / BACKUP ALARM, 25 UNIT FIRST AID KIT, 5# FIRE EXTINGUISHER, AND TRIANGLE REFLECTORS
1	SAFETY EQUIPMENT / SEAT BELT CUTTER
1	BACKUP CAMERA SYSTEM WITH REARVIEW MIRROR MOUNTED LCD MONITOR / ALLOWS VIEW TO REAR OF VEHICLE
1	GRABRAILS / DUAL ANGLED STAINLESS STEEL GRABRAILS BOTH SIDES OF ENTRY STEPWELL
4	GRABRAILS / UPGRADE DUAL ENTRY GRABRAILS TO OPTIC YELLOW / POWDER COAT PAINTED
1	GRABRAILS / DUAL CEILING MOUNTED STAINLESS STEEL GRABRAILS BOTH SIDES OF AISLE
1	GRABRAILS / OVERHEAD GRABRAILS UPGRADE TO YELLOW
1	<b>SEON SAFE FLEET CAMERA SYSTEM (4 CAMERA - ADDITIONAL UPGRADES AVAILABLE)</b>
.	EXTERIOR OPTIONS
1	COMPOSITE EXTERIOR SKIN INCLUDING LOWER SKIRTS / HIGH GLOSS COMPOSITE SHEET IN LIEU OF GALVANIZED STEEL
1	UPGRADE TO STAINLESS STEEL STEPWELL ASSEMBLY IN LIEU OF POWDER COAT PAINTED STEEL
1	AZDEL SUPERLITE COMPOSITE SIDEWALL SUBSTRATE / MOISTURE-RESISTANT, REDUCES CORROSION POTENTIAL IN WALLS
.	LIGHT OPTIONS
1	LIGHTING CONTROL / INTERIOR LIGHTS TO ILLUMINATE WHEN ENTRANCE DOOR OPENS
1	DIMMER SWITCH FOR INTERIOR LED LIGHTS TO ALLOW FOR ADJUSTMENT WITH DOOR CLOSED
1	LED INTERIOR LIGHTS / BROAD SPECTRUM LED LIGHTING WITH DRIVER MASTER CONTROL
1	LED STEPWELL LIGHT ACTIVATED BY DOOR OPENING / LED LICENSE PLATE LIGHT
1	LED TAIL LIGHTS / RED MARKER & BRAKE, RED TURN SIGNALS, CLEAR BACKUP / ALL RUBBER GROMMET MOUNTED
1	LED CENTER BRAKE LIGHT MOUNTED ABOVE REAR DOOR / WINDOW
1	LED CLEARANCE AND MARKER LIGHTS / 5 AMBER ON FRONT AND 7 RED AT REAR (RECESSED FOR PROTECTION)
1	LED MID BODY MOUNTED MARKER AND TURN SIGNALS WITH ARMOR GUARD
1	LIGHT - EXTERIOR HOODED AND INTERIOR COURTESY LIGHT AT ENTRANCE DOOR (ADA REQUIRED)
1	ROOFTOP AMBER STROBE LIGHT ACTIVATED BY DASHBOARD SWITCH
.	MISCELLANEOUS OPTIONS
1	BRIGHT WHITE EXTERIOR TO ENHANCE GRAPHICS CONTRAST (MATCHING CHASSIS CAB INCLUDING DOOR JAMBS)
1	DRIVER COAT HOOK

WE ARE PLEASE TO QUOTE EXCLUSIVE OF APPLICABLE TAXES AND DELIVERED TO YOUR FACILITY	\$133,836
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Quoted by Rich Solano / Commercial Sales Consultant / rsolano@matthewsbusescommercial.com

All factory concessions have been calculated into this proposal and may require endorsement at the time of delivery.

Estimated delivery date 75-120 days from date of PO. This proposal is valid for 30 days.

Thank You for this opportunity!!

**CNG 40GGE System - Standard CNG Fill Receptacle in OEM Fill Pocket, High Pressure Gauge in Skirt, 1/4" Manual Valve Shut Off w/ Fuel Transfer Receptacle. Stainless Steel Tank Shields.**

**Additional \$35,740 - Includes Ford Gaseous Prep Package and Delivery by Flatbed Truck from Indiana**

**\*\*\*Delivery no earlier than June 2025 with CNG Option Ordered due to Delivery Backlog**

## **AGENDA ITEM NO. 10.2**

**Authorization to make purchases using State of  
New York Contract:**

**Gasoline (Award # 23344 effective  
February 14, 2025))  
Awarded Vendors: Buel Fuel, LLC**



AGENDA ITEM NO: 10.2  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Finance*

**ACAA Approved**  
**02/10/2025**

**Contact Person:** *Margaret Herrmann, Acting Financial Officer*

**PURPOSE OF REQUEST:**

*Authorization to make purchases using State of New York Contract:*

*Gasoline (Award # 23344 effective February 14, 2025))*  
*Awarded Vendors: Buel Fuel, LLC*

**CONTRACT AMOUNT:**

**Total Contract Amount:** N/A

**BUDGET INFORMATION:**

**Anticipated in Current Budget:** Yes ☒ No ☐ NA ☐

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

**Federal** ☐ **State** ☐ **Airport** ☒ **NA** ☐

**JUSTIFICATION:**

*New York State Office of General Services Procurement Services has conducted competitive bidding for Gasoline. The awarded vendor for regular and premium gasoline is Buel Fuel. This vendor has agreed to offer the Airport the same terms and conditions. A vendor can bid pricing for commodities/service under these contracts with the assumption that larger quantities would be purchased state-wide or county-wide as compared to the Airport completing a separate Request for Bid. Gasoline is purchased on an as needed basis. The Award # 23344 replaces Award # 23237 and will start February 14, 2025.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

*Contract Award Notification Update from NYS Office of General Services*



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# Contract Award Notification

<b>Title</b>	:	<b>Group 05600 – Gasoline &amp; E-85 (Statewide)</b> Classification Code(s): 15
<b>Award Number</b>	:	<b><u>23344</u></b> (Replaces Award 23237)
<b>Contract Period</b>	:	<b>February 14, 2025 – January 9, 2027</b>
<b>Bid Opening Date</b>	:	November 14, 2024
<b>Date of Issue</b>	:	January 10, 2025
<b>Specification Reference</b>	:	As Incorporated herein
<b>Contractor Information</b>	:	Appears on Page 2 of this Award

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Todd Kayser Title : Contract Management Specialist 2 Phone : 518-473-3252 E-mail : <a href="mailto:Todd.kayser@ogs.ny.gov">Todd.kayser@ogs.ny.gov</a>	<b>Procurement Services Customer Services</b>  Phone : 518-474-6717 E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a>

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

The purpose of this Award is to provide Authorized Users with a means of acquiring various grades of Gasoline and E-85 by bulk delivery to an Authorized User's storage facility for use in the Authorized User's own pumps. The product shall be Contractor furnished, delivered and unloaded as specified herein. For current contract prices, please go to the Pricing Information link on the Award page.

This Award has 0% MBE, 0% WBE and 0% SDVOB goal requirements.

PR # 23344

**NOTE:** See individual contract items to determine actual awardees.

Contract Number	Contractor & Address	Contact Information	FEIN / NYS Vendor ID
<b>PC70568</b> SB	<b>Buell Fuel, LLC</b> 2676 State Route 12B Deansboro, NY 13328	<p>Julia Brouillette Contracts Manager Phone: 315-841-3000 Email: <a href="mailto:Julia@buellfuel.com">Julia@buellfuel.com</a></p> <p><b>Customer Service Contact for NYS Contract Orders during Normal Business Hours:</b> M – F 7:30am – 4:30pm, Sat 8am – 12pm Customer Service Representative Phone: 315-841-3000 Email: <a href="mailto:info@buellfuel.com">info@buellfuel.com</a></p> <p><b>Person to Contact to Escalate Contract Orders:</b> AJ Buell Lead Dispatcher Phone: 315-841-3000 Email: <a href="mailto:AJ@buellfuel.com">AJ@buellfuel.com</a></p> <p><b>Contact for After Hours, Weekend/Holidays, or NYS Declared Emergency:</b> Garth Curtis Director of Bids &amp; Supply Phone: 315-841-3000 Cell: 315-404-3899 Email: <a href="mailto:Garth@buellfuel.com">Garth@buellfuel.com</a></p> <p><b>Backup Contact for NYS Declared Emergencies or Disasters (available throughout emergency):</b> Michael Buell Owner Phone: 315-841-3000 Cell: 315-941-9716 Email: <a href="mailto:MB@buellfuel.com">MB@buellfuel.com</a></p>	760826999 1000009690
<b>PC70569</b>	<b>Global Montello Group Corp.</b> 8000 South Street Waltham, MA 02454	<p>Bid Department Bid Personnel Phone: 781-398-4003 Email: <a href="mailto:bids@globalp.com">bids@globalp.com</a></p> <p><b>Customer Service Contact for NYS Contract Orders during Normal Business Hours:</b> 24/7/365 Dispatch Department Dispatch Personnel Toll-Free: 800-826-5686 Email: <a href="mailto:smartbuydispatch@globalp.com">smartbuydispatch@globalp.com</a></p> <p><b>Contact for After Hours, Weekend/Holidays, or NYS Declared Emergency:</b></p>	043443028 1100005467



## AWARDS BY COUNTY

The pricing included in this section is the original pricing bid by the contractors. For current pricing, please go to the Pricing Information link on the Award page.

County	Fuel Type	Bid Price	Volume Discount	Contractor
Albany	Flex Fuel (E-85)	\$2.6692	\$0.0000	Global Montello
Albany	Gasoline Regular	\$2.5885	\$0.0000	Buell Fuel
Albany	Gasoline Premium	\$3.1700	\$0.0000	Buell Fuel
Allegany	Gasoline Regular	\$2.9050	\$0.0000	Mirabito Energy
Allegany	Gasoline Mid-Grade	\$3.1610	\$0.0000	Mirabito Energy
Bronx	OPRG(E) Regular	\$2.7654	\$0.0000	Sprague Operating
Broome	Gasoline Regular	\$2.5885	\$0.0000	Buell Fuel
Broome	Gasoline Mid-Grade	\$2.8235	\$0.0000	Buell Fuel
Cattaraugus	Gasoline Regular	\$2.6370	\$0.0000	NOCO Energy
Cattaraugus	Gasoline Mid-Grade	\$2.9250	\$0.0000	NOCO Energy
Cayuga	Gasoline Regular	\$2.7475	\$0.0000	Buell Fuel
Chautauqua	Gasoline Regular	\$2.6370	\$0.0000	NOCO Energy
Chemung	Gasoline Regular	\$2.6905	\$0.0000	Buell Fuel
Chemung	Gasoline Premium	\$3.2495	\$0.0000	Buell Fuel
Chenango	Gasoline Regular	\$2.6820	\$0.0000	Buell Fuel
Clinton	Gasoline Regular	\$2.8775	\$0.1000	MX Petroleum
Clinton	Gasoline Mid-Grade	\$3.1025	\$0.1000	MX Petroleum
Columbia	Gasoline Regular	\$2.6468	\$0.0000	Buell Fuel
Cortland	Gasoline Regular	\$2.7275	\$0.0000	Buell Fuel
Cortland	Gasoline Premium	\$3.3475	\$0.0000	Buell Fuel
Delaware	Gasoline Regular	\$2.7340	\$0.0000	Buell Fuel
Dutchess	OPRG(E) Regular	\$2.7544	\$0.0000	Global Montello
Dutchess	OPRG(E) Mid-Grade	\$2.8213	\$0.0000	Global Montello
Dutchess	OPRG(E) Premium	\$3.0178	\$0.0000	Global Montello
Erie	Gasoline Regular	\$2.5724	\$0.0150	NOCO Energy
Erie	Gasoline Mid-Grade	\$2.9520	\$0.0150	NOCO Energy
Erie	Gasoline Premium	\$3.2895	\$0.0150	NOCO Energy
Essex	Gasoline Regular	\$2.8775	\$0.1000	MX Petroleum
Essex	Gasoline Mid-Grade	\$3.1025	\$0.1000	MX Petroleum
Franklin	Gasoline Regular	\$2.7307	\$0.0000	Mirabito Energy
Franklin	Gasoline Premium	\$3.7669	\$0.0000	Mirabito Energy
Fulton	Gasoline Regular	\$2.6060	\$0.0000	Buell Fuel
Genesee	Gasoline Regular	\$2.6170	\$0.0000	NOCO Energy
Greene	Gasoline Regular	\$2.7503	\$0.0000	Global Montello
Greene	Gasoline Premium	\$3.1841	\$0.0000	Global Montello
Herkimer	Gasoline Regular	\$2.6350	\$0.0000	Buell Fuel
Herkimer	Gasoline Premium	\$3.2950	\$0.0000	Buell Fuel
Jefferson	Gasoline Regular	\$2.8025	\$0.0000	Buell Fuel
Jefferson	Gasoline Premium	\$3.4250	\$0.0000	Buell Fuel
Kings	OPRG(E) Regular	\$2.6875	\$0.0000	Sprague Operating

**AGENDA ITEM NO. 10.3**

**Lease Two (2) Aviation Fuel Trucks  
Contract # LFV-1231**

**RampMaster  
211 W. Stewart Huston Drive  
Coatesville, PA 19320**

AGENDA ITEM NO: 10.3  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Finance Department*

**ACAA Approved**  
**02/10/2025**

*Contact Person: Margaret Herrmann, Acting Chief Financial Officer*

**PURPOSE OF REQUEST:**

*Lease Two (2) Aviation Fuel Trucks  
Contract # LFV-1231*

*RampMaster, 211 W. Stewart Huston Drive, Coatesville, PA 19320*

**LEASE AMOUNTS:**

*One (1) 7,000 Gallon Refueler: \$5,258.06/month  
One (1) 10,000 Gallon Refueler: \$9,775.00/month*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No     

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

Federal      State      Airport 100%  
Funding Source: Airport Operating Budget

**JUSTIFICATION:**

*Request is made to approve the lease of two(2) aviation fuel trucks. The fuel trucks being replaced are over 15 years old and are frequently out of service which puts a strain on our refueling operations, particularly in the winter months. There was only one proposal received.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** Yes ✓ NA     

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines.* Yes ✓ NA     

**BACK-UP MATERIAL:**

*Proposal Submitted by RampMaster and Certified Acknowledgement.*



# **RAMPMASTER PROPOSAL FOR THE ALBANY INTERNATIONAL AIRPORT**

January 8, 2025

Albany International Airport Authority,

Over the past nearly 20 years of service to the Albany Airport our equipment has proven its reliability of service and support. We appreciate the partnership and proudly display the Albany International Airport on our website. We look forward to our continuing partnership and appreciate your wise decision you made in partnership with Rampmaster leasing the refuelers and then purchasing them at the end of the lease term.

The new Rampmaster 10,000 gallon uses a new Crane Carrier Chassis custom built with piano hinge doors and a rugged interior better suited for airport use. It comes with a long straight frame without the fifth wheels, heavy duty cross members and a chambers suspension similar to the axle set on your current design. It is a shorter and more compact, a lower design and a three axle truck similar to the ones you currently use.

These Rampmasters use the latest tier 4 final diesels and no longer need to regen on the airport. This Rampmaster will have an easily accessible visual sight glass to see the operation and flow of the compartment and internal valves, something that we have been doing for years but not common in other fuel trucks.

Frankly its our best 10,000 gallon Rampmaster design to date fueling airports across the country.

The 7,000 gallon Rampmaster has had similar improvement as well, the newer compact pumping system makes it easy to re-chassis in the future. The shortened wheel base allows for the weight capacity and spacing. This design also eliminates the need for a fifth wheel connection between the chassis and the tank. A much more streamlined design, very short and very compact. The frame has an additional frame liner and ample cross members with a chalmers suspension just like the 10,000 gallon unit described above. (A brochure is enclosed on its quality differential).

EMS savings estimate per unit on these new Rampmasters based on todays fuel price of \$6.00 per gallon.

7,000 S	1.5 gal/hr	\$5.00 fuel cost	4 pumping hrs	\$912.50monthly saving
				\$10,950.00 Yearly savings
10,000 LS	3 gal/hr	\$5.00 fuel cost	4 pumping hrs	\$1825.00 monthly savings
				\$21,900 yearly savings

EMS has been rigorously tested by the University of West Virginia for accuracy, the numbers that we use are based on their study.

With your agreement to proceed we will purchase the equipment, not require a deposit deliver the equipment to the airport and put the trucks in service with our trained technicians before requesting payment. (lease or purchase). We will not be the lowest price provider there will always be companies out there sacrificing quality for price. The fuel and maintenance savings using EMS long

term make us the better value and the lower cost option. Our hope is that the Authority takes this into consideration with this proposal.

Sincerely,



Kevin Ward  
V.P. Sales and Marketing  
Rampmaster Refuelers.



January 10, 2024

Albany County Airport Authority:

General Transervice, Inc. ("GTI") manufactures, sells, and leases in the marketplace aircraft refueling trucks known as "Rampmasters". Albany's current fleet of aircraft refuelers are Rampmasters.

The nature of our normal business is that we provide a quote/proposal to customers who in turn issue us orders for refuelers, which we accept, and build, and deliver. This was the nature of our business with Albany County Airport Authority in the past. We received orders, we built the equipment, and we provided a lease for the equipment. At the end of the lease, Albany County Airport Authority owned the equipment.

Our proposal is to continue the business model that we have historically engaged in the past with Albany County Airport Authority as a high-quality existing supplier.

We are not accustomed to entering Agreements with performance bonds, etc. nor is this the way we have conducted business in the past. Our refuelers do have warranties which we honor, and we support our trucks with in-service, technical support, and parts.

In my capacity as the Chief Financial Officer of General Transervice, Inc. I can attest to the following:

1. Our proposed refuelers meet or exceed the specifications.
2. I am authorized to provide the quotes and accept and fulfill the orders if we are awarded an order from the Authority.
3. We do not share our quotes with competitors; we have not colluded with others to provide our quote. The prices are independently provided and are equivalent to what we would provide to other commercial customers for the same specification.
4. No governmental entity has made a finding of non-responsibility regarding General Transervice, Inc.
5. No governmental entity or agency has terminated or withheld procurement from General Transervice, Inc. due to the intentional provision of false or incomplete information.
6. A copy of our General Liability Insurance is attached.
7. General Transervice, Inc. ("GTI") is incorporated in the State of Pennsylvania, March 3<sup>rd</sup>, 1959. GTI's offices and manufacturing plant is in Pennsylvania. All products are produced and delivered from Pennsylvania to customers both domestic and foreign.
8. As a privately held company, GTI does not disclose private financial or workforce information to customers.
9. GTI is in good standing in Pennsylvania and has never had a bankruptcy.

Thank you for your consideration.

Sincerely,



Daniel G. Watkins  
Chief Financial Office

**Certificate of Insurance**

Certificate No. 153598

Rev. Date: 10/10/2024

This is to certify that the policy(ies) of insurance as described below have been issued to the Insured for whom this Certificate is executed and is/are in force at this time. This Certificate is issued for information only and confers no rights upon the holder. This Certificate neither affirmatively nor negatively amends, extends or alters the coverage afforded by such policy(ies) or binder(s) stated herein. This certificate cancels and supersedes all previously issued certificates.

**Certificate Holder:** Global Capital Corp.  
211 West Stewart-Huston Drive  
Coatesville, PA 19320

**Named Insured:** Global Capital Corp.  
211 West Stewart-Huston Drive  
Coatesville, PA 19320

**Policy Type:** Aircraft Hull & Liability and Aviation General Liability Policy

**Policy Period:** October 23, 2024 to October 23, 2025 both days at 12:01am Local Standard Time at the address of the Named Insured shown above

**Insurer(s):** **Company**  
Starr Indemnity & Liability Company through Starr Aviation

**Policy No(s).**  
1000319526-09 /  
SASICOM60003924-15

**Premises Covered:** Those premises necessary and/or incidental to the aviation operations of the Named Insured.

**Coverage & Limits****Commercial General Liability**

Each Occurrence

Damage to Premises Rented to You

Medical Expense Limit

Products-Completed Operations

Personal &amp; Advertising Injury

**Hangarkeepers Liability**

Each Aircraft

Each Loss

Deductible

**Coverage Limit**

\$10,000,000 Combined Single Limit Bodily Injury &amp; Property

Damage

\$250,000 any one premises

\$5,000 any one person

\$10,000,000 Aggregate Limit

\$10,000,000 Aggregate Limit

**Coverage Limit**

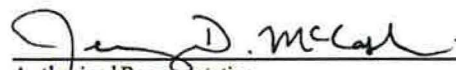
\$10,000,000

\$10,000,000

\$5,000 Each Aircraft

**Certificate Provisions****Named Insured Includes**

General Transervice, Inc. dba Rampmaster, Omni American, Inc., SureFlight, LLC, DOS Properties, LP and DOW Properties, LP

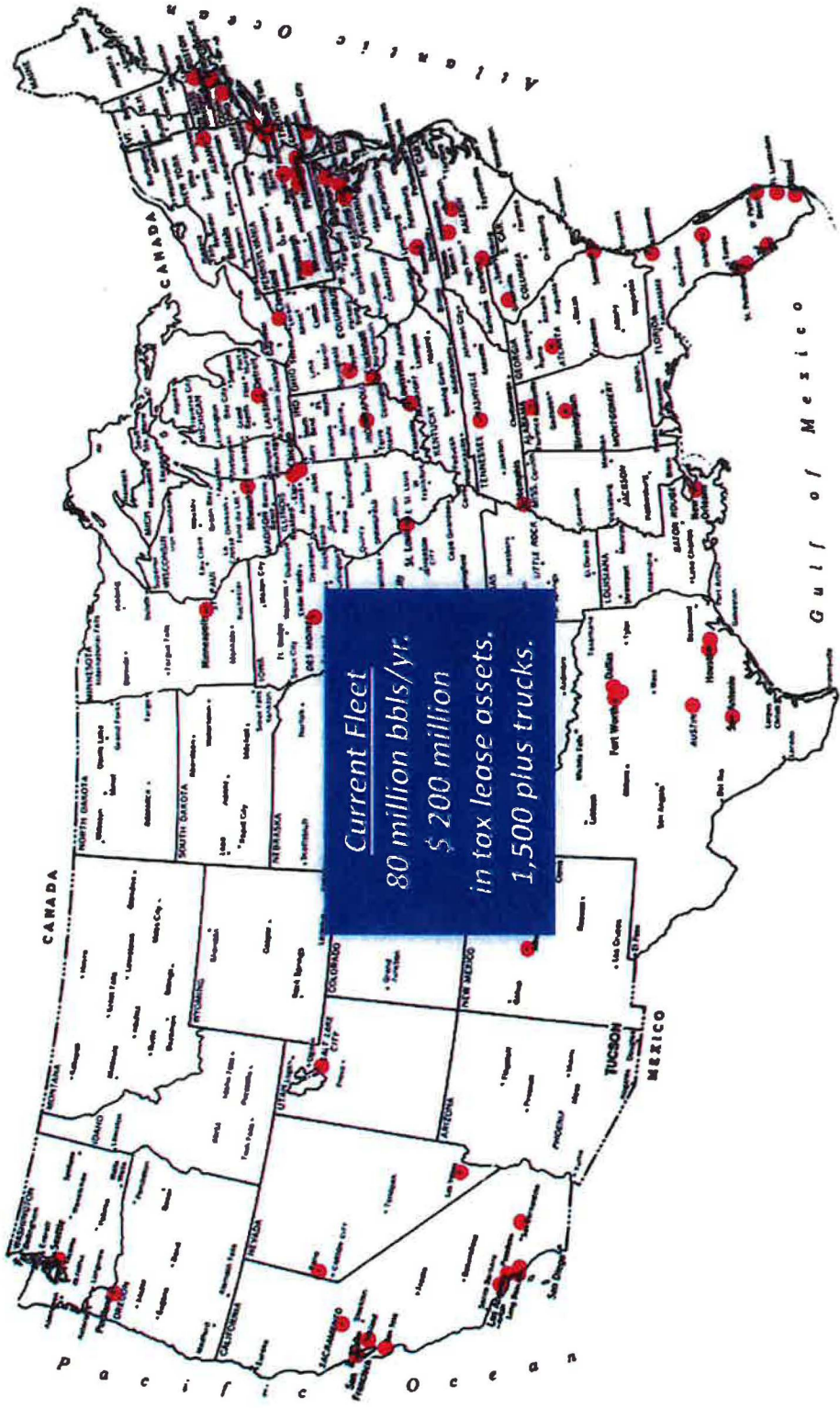
  
Authorized Representative



# RAMPMASTER

CHAMPION OF EXCELLENCE

## Our Geographic Reach



**Current Fleet**  
80 million bbls/yr.  
\$ 200 million  
in tax lease assets.  
1,500 plus trucks.



**JET AVIATION**  
A GENERAL DYNAMICS COMPANY



**Eastern Aviation Fuels, Inc.**



INTERNATIONAL AIRPORT



## **Leasing Experience**

Rampmaster's leasing affiliate Omni American, Inc. has been leasing Aircraft Refueler trucks for over six decades.

We currently have 350 refuelers on lease with 4 currently on lease with Albany County Airport Authority.

## **CUSTOMERS**

Rampmaster serves both commercial and FBO clients throughout the United States and abroad. We also create strategic partner alliance programs with into-plane agents and fuel service providers to bring airlines and airport operations the best possible refueling solutions that yield never-before-seen savings.

Whether you are a global organization or a small private FBO facility, Rampmaster's scalable innovations can fit the scope of your needs.

### **Commercial Customers Experience**

- Allied Aviation Services, Inc.
- Menzies Aviation
- Fedex
- Boeing
- Swissport aviation
- Delta
- Atlantic Aviation
- American Airlines
- UPS
- JX Holdings, Inc.
- Irving Oil
- China Aviation Oil Corporation Ltd
- Supreme Group
- Lockheed Martin
- Albany International Airport
- U.S. Army
- U.S Airforce
- SkyTanking

## **FBO Customers**

- Atlantic Aviation
- Signature
- Million Air
- Jet Aviation
- Lane Aviation
- Midlantic Jet
- Rectrix



## **RAMPMASTER WARRANTY**

1. Freightliner or Ford: Two year bumper to bumper on the chassis.
2. Crane Carrier or KME: One year bumper to bumper on the chassis 3. Two year Engine and Transmission. (five year option)
4. Two year warranty on the product pump.
5. Two year warranty on the rear axle.
6. Warranty against tank leaks for the life of your lease.
7. 5 year warranty on the EMS Engine Management (flow control) System.

In addition to the above, we have secured 5 year limited parts warranties (customer supplied labor and shipping) on manufacturer's defects provided by original manufacturer for the following:

1. LC Meter
2. Hannay Reels
3. Hoses
4. Gammon Technical Products manufactured items.

## Our Process

We believe that we are in a partnership with our customers for the duration of their use of each of our trucks. As such, we expect that our customers will properly use and maintain their trucks as illustrated during the in service. We expect that each location has someone available to perform basic maintenance and repair with guidance, if necessary, from our Customer Support team.

Our quality focused supply chain, fulfillment and support process is outlined below.

Process Step	Unit Responsible
<ol style="list-style-type: none"><li>1. When we anticipate a large order such as this, we begin to plan on several levels based on the expected customer decision date.<ol style="list-style-type: none"><li>a. Chassis and tank requirements are conveyed to suppliers for current delivery lead times.</li><li>b. Parts requirements are projected against current inventory and needs assessed.</li><li>c. Production schedule is evaluated for capacity by facility and production line.</li></ol>These are taken into consideration as we build our response.</li></ol>	Planning
<ol style="list-style-type: none"><li>2. Once the order is received, the actual supplier orders are placed. Based on the on-hand inventory and supplier committed lead times, we can populate the production schedule. At that time, expected completion dates are established. This schedule is reviewed weekly, trouble spots identified and resolved, and current status communicated.<ol style="list-style-type: none"><li>a. We assign specific unit numbers to trucks on our production schedule based on the parts availability.</li><li>b. We will share the portion of the schedule for this order. It will show VIN/Unit number and expected completion date. We understand that you would like to receive this schedule every 2 weeks and meet to review. This is acceptable.</li></ol></li></ol>	Production Parts
<ol style="list-style-type: none"><li>2. When a truck is physically completed it is flowed to verify proper operation. A manufacturing checklist is completed to verify that all work has been done according to specification. Any adjustments or modification are completed before the next step.</li></ol>	Production
<ol style="list-style-type: none"><li>3. A final quality inspection is performed by Customer Support, and any issues are resolved.</li></ol>	Customer Support
<ol style="list-style-type: none"><li>4. Shipping is scheduled and In Service is scheduled with the delivery location.</li></ol>	Transportation Customer Support

Process Step	Unit Responsible
<p>5. In Service</p> <ul style="list-style-type: none"> <li>a. Our in-service as well as our call-in technical support for the life of a truck are a part of our Customer Support services. They are not transactional in nature and do not have profit or cost drivers themselves. They are part of our core commitment to Customer Satisfaction and uptime levels for our trucks. They are not included in the cost of the truck.</li> <li>b. Once we have an expected delivery date, we coordinate with your location. They can let us know when any on site preparation (calibration, airport approval, etc.) will be complete. We schedule to arrive when they are ready.</li> <li>c. When we arrive, we will do what is required to put the truck in service and make sure that all necessary personnel are familiar with the operation of the truck – as long as it takes. Our experience is that a single truck takes one half day to put in service unless there are extenuating circumstances (e.g., all staff not available) which require us to extend our presence.</li> <li>d. The people who put the truck in service are the same people who perform the final QA and who will support the truck throughout its life. They are not part of the manufacturing organization. Their entire focus is on your complete satisfaction with the truck and its use.</li> </ul>	Customer Support



<p><b>6. Technical Support</b></p> <p>No downtime is acceptable to us particularly during the warranty period. Our reputation and excellent uptime/availability record are on the line in these downtime situations. Our Customer Support process will respond with the appropriate urgency to get the truck in working order ASAP. We do not limit our focus on availability and customer satisfaction to a specific time period.</p> <ul style="list-style-type: none"> <li>a. Phone support is provided for the life of the truck at no additional cost. <ul style="list-style-type: none"> <li>i. Our Customer Support operation can be reached via phone or e-mail support.</li> <li>ii. Contacts made during business hours will be handled or returned the same day.</li> <li>iii. Contacts made after normal business hours will be returned as soon as possible but no later than the start of the next business day.</li> </ul> </li> <li>b. Service Response Commitment and Escalation <ul style="list-style-type: none"> <li>i. See Table 1 – Technical Support Response and Escalation below.</li> </ul> </li> <li>c. Support Under Warranty <ul style="list-style-type: none"> <li>i. Parts are covered for components of the truck under warranty and will be shipped overnight.</li> <li>ii. Labor associated with warranty work will be covered as long as it is previously approved and coordinated by our Customer Support group.</li> <li>iii. No cost recovery is offered for downtime. Our objective and focus is to get the truck back in operation ASAP.</li> <li>iv. Once we have worked with the location to determine the issue and have come up with an agreed remediation plan, that plan is put into action. Depending on the responsiveness of the location, the plan can be put into action in as little as 1-2 days.</li> <li>v. Development of the remediation plan with the location will determine if there is anyone on site who can complete the repair. If not, we will get a tech on site when the parts have reached the site. We will work with a resource who is either local or who can travel to the location and coordinate with the location to schedule their arrival.</li> </ul> </li> </ul>	<p><b>Customer Support</b></p> <p><b>Parts</b></p>
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Process Step	Unit Responsible
<ul style="list-style-type: none"> <li>d. Support Beyond the warranty period               <ul style="list-style-type: none"> <li>i. Parts can be purchased through our Parts department. We keep an extensive inventory and can order parts which may not be stocked. Shipping will be handled per customer direction.</li> <li>ii. Labor can be arranged and quoted with cost being born by the customer.</li> <li>iii. After warranty support is coordinated by our Customer Support group, we will work with a local resource or a resource who can travel to the location if a local resource is unavailable. Hourly rates can run from \$80 -\$120 depending on the location. Travel and living expenses again will vary depending on location and on whether air travel is required and the duration of the work to implement the repair.</li> <li>iv. Once we have worked with the location to determine the issue and have come up with an agreed remediation plan, that plan is put into action. Depending on the responsiveness of the location, the plan can be put into action in as little as 1-2 days.</li> </ul> </li> </ul>	

**Table 1 – Technical Support Response and Escalation**

Condition	Response	Resolution	Escalation
Truck out of service or safety issue	1 hour response from time call received	Diagnosis and remediation plan coordinated with Customer within 4 hours of initial response	1. Customer Service Manager 2. VP Sales & Marketing
Service degraded by still functioning safely	2-hour response from time call received	Diagnosis and remediation plan coordinated with Customer within 1 day of initial response	1. Customer Service Manager 2. VP Sales & Marketing
Minor issue not impacting operation or safety	4-hour response from time call received	Diagnosis and remediation plan coordinated with Customer by next business day after initial response	1. Customer Service Manager



## Lease Authorization

(January 9, 2025)

Albany County Airport Authority (Customer) hereby directs and authorizes General Transervice, Inc. (GTI) to begin manufacture of the Rampmaster refueler(s) listed below. GTI will secure the equipment, parts and accessories required for such manufacture to standard factory specifications, and proceed with production.

Equipment price is based on our standard specification. Options are provided to meet specific customer requirements and priced separately. Any changes to the specification or additional options that increase cost will be presented to the Customer for approval and acceptance prior to inclusion of those changes into production.

In order to preserve the equipment pricing herein, this authorization must be executed no later than 3-15-2025. The monthly cost is based upon an initial 60 month lease term with first payment in advance and upon current money market rates at time of delivery. *GTI has used best efforts to provide accurate pricing to Customer, however, due to current extreme fluctuations in the actual costs of the chassis, tank, and other components, as well as supply chain availability of materials and components, the price stated herein may be increased due to surcharges and cost increases imposed by GTI's suppliers. This additional cost will be a pass through to Customer to be paid additionally to the price shown herein*

Customer will sign a Lease governed by the terms and conditions of the current (or newly created, if one is not in place) "Master Lease Agreement" and all other attached addenda between customer and Omni American, Inc. which are incorporated by reference into this authorization. Customer agrees to accept delivery of the refueler(s). GTI is entitled to assign the lease to select leasing companies as it might determine.

Transportation costs are not included in the below pricing and is to be paid separately by Customer.

*Lease rates and terms are subject to financial credit approval and may fluctuate with market interest rates until signing of the Equipment Schedules.*

It is expressly agreed that the Terms and Conditions attached on the third page of this Authorization shall form part of this contract between the parties hereto. My signature on Page 2 indicates that I have read said terms and conditions and have agreed thereto and that I am authorized to enter into this Agreement on behalf of the company below. This contract shall be the governing set of terms and conditions for this transaction and will supersede purchasing and other documents submitted by Customer. Any changes to this Authorization must be captured in an amendment to this document and agreed by signature of both parties.

## RAMPMASTER EQUIPMENT

Quantity	Size	Location	Monthly Lease Cost (each)
	Rampmaster 7000 Gallon Model SW Refueler with 300 gpm (1/2%) Filter Vessel, EMS Flow Control, Single Overwing, Madison Tank Level Gauge and Recirculation Stub	ALB	\$5,341

### Initial Desired Truck Options

Initial to select	Option	Monthly Lease Cost (each)
	Backup Camera System	\$36.75
	Scully Socket Overfill system	\$50.25
	Madison Electronic level gauge & Display	N/C
	Recirculation Stub	N/C
	Locking Aluminum Storage Box	\$23.25
	Sump tank	\$84.28
	LCR 600 Register	N/C
	Electric Deadman	N/C
	Air Conditioning in Cab	\$21.87
	Install Neutral Drop	N/C
	Dual overwing under tank	\$236.51
	Fuel/Defuel	\$47.03
	Prist - Single	\$109.60
	Roll Printer	\$6.50
	Wifi (installed)	\$27.16
	<b>Options Total</b>	<b>\$643.20</b>

**Total Truck plus Options      \$5,984**

General Transervice, Inc.

Albany County Airport Authority

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name Print: \_\_\_\_\_

Name Print: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

## TERMS AND CONDITIONS

Customer agrees to pay cash for the goods as delivery thereof is tendered unless an alternate form of settlement is indicated on the face of this order.

Customer agrees to pay all taxes imposed by any taxing authority as a result of this transaction, or of the manufacture, sale, ownership or use of the goods described herein or upon the receipts of earnings therefrom except net income taxes levied on GTI.

GTI may, at any time prior to delivery of the goods, discontinue its performance if GTI's performance hereof is, in whole or in part, prevented or hindered by any cause whatsoever beyond GTI's reasonable control.

The risk of loss of any goods ordered hereunder shall pass to Customer when GTI tenders delivery thereof to Customer or any representative of Customer, including but not limited to, any carrier, bailee, agent or employee of Customer, or in any manner specified by Customer.

GTI will use all reasonable means to deliver on the date indicated as shown on the face hereof, but it is hereby agreed that GTI shall have no liability for any loss or damage arising out of any later delivery.

The price of goods ordered hereunder is at GTI's factory based upon standard factory specifications. Any factory transportation thereof is for the Customer's account unless otherwise specified on the first page of this Authorization.

It is understood and agreed that this order embodies the complete understanding of GTI and Customer relative to this order and the terms and conditions hereof may not be revised or modified in any way except in a writing signed by Customer and a corporate officer of GTI.

In the event GTI is required to make changes in or addition to the goods by applicable law prior to the delivery thereof, the price of the goods shall be adjusted to include GTI's usual charges for such changes or additions.



## Lease Authorization

(January 9, 2025)

Albany County Airport Authority (Customer) hereby directs and authorizes General Transervice, Inc. (GTI) to begin manufacture of the Rampmaster refueler(s) listed below. GTI will secure the equipment, parts and accessories required for such manufacture to standard factory specifications, and proceed with production.

Equipment price is based on our standard specification. Options are provided to meet specific customer requirements and priced separately. Any changes to the specification or additional options that increase cost will be presented to the Customer for approval and acceptance prior to inclusion of those changes into production.

In order to preserve the equipment pricing herein, this authorization must be executed no later than 3-15-2025. The monthly cost is based upon an initial 60 month lease term with first payment in advance and upon current money market rates at time of delivery. *GTI has used best efforts to provide accurate pricing to Customer, however, due to current extreme fluctuations in the actual costs of the chassis, tank, and other components, as well as supply chain availability of materials and components, the price stated herein may be increased due to surcharges and cost increases imposed by GTI's suppliers. This additional cost will be a pass through to Customer to be paid additionally to the price shown herein*

Customer will sign a Lease governed by the terms and conditions of the current (or newly created, if one is not in place) "Master Lease Agreement" and all other attached addenda between customer and Omni American, Inc. which are incorporated by reference into this authorization. Customer agrees to accept delivery of the refueler(s). GTI is entitled to assign the lease to select leasing companies as it might determine.

Transportation costs are not included in the below pricing and is to be paid separately by Customer.

*Lease rates and terms are subject to financial credit approval and may fluctuate with market interest rates until signing of the Equipment Schedules.*

It is expressly agreed that the Terms and Conditions attached on the third page of this Authorization shall form part of this contract between the parties hereto. My signature on Page 2 indicates that I have read said terms and conditions and have agreed thereto and that I am authorized to enter into this Agreement on behalf of the company below. This contract shall be the governing set of terms and conditions for this transaction and will supersede purchasing and other documents submitted by Customer. Any changes to this Authorization must be captured in an amendment to this document and agreed by signature of both parties.

## RAMPMASTER EQUIPMENT

Quantity	Size	Location	Monthly Lease Cost (each)
	New Rampmaster 10,000 Gallon LS Refueler with 800 gpm Filter Vessel, Lift, EMS Flow Control, Madison Tank Level Gauge and Recirculation Stub	ALB	\$9,443

### Initial Desired Truck Options

Initial to select	Option	Monthly Lease Cost (each)
	Backup Camera System	\$36.75
	Scully Socket Overfill system	\$50.25
	Madison Electronic level gauge & Display	N/C
	Recirculation Stub	N/C
	Locking Aluminum Storage Box	\$23.25
	Sump tank	\$84.28
	LCR 600 Register	N/C
	Electric Deadman	N/C
	Air Conditioning in Cab	\$57.22
	Install Neutral Drop	N/C
	Fuel/Defuel	\$47.03
	Roll Printer	\$6.50
	Wifi (installed)	\$27.16
	<b>Options Total</b>	<b>\$332.44</b>

**Total Truck plus Options      \$9,775**

General Transervice, Inc.

Signed: \_\_\_\_\_

Name Print: \_\_\_\_\_

Title: \_\_\_\_\_

Albany County Airport Authority

Signed: \_\_\_\_\_

Name Print: \_\_\_\_\_

Title: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

## TERMS AND CONDITIONS

Customer agrees to pay cash for the goods as delivery thereof is tendered unless an alternate form of settlement is indicated on the face of this order.

Customer agrees to pay all taxes imposed by any taxing authority as a result of this transaction, or of the manufacture, sale, ownership or use of the goods described herein or upon the receipts of earnings therefrom except net income taxes levied on GTI.

GTI may, at any time prior to delivery of the goods, discontinue its performance if GTI's performance hereof is, in whole or in part, prevented or hindered by any cause whatsoever beyond GTI's reasonable control.

The risk of loss of any goods ordered hereunder shall pass to Customer when GTI tenders delivery thereof to Customer or any representative of Customer, including but not limited to, any carrier, bailee, agent or employee of Customer, or in any manner specified by Customer.

GTI will use all reasonable means to deliver on the date indicated as shown on the face hereof, but it is hereby agreed that GTI shall have no liability for any loss or damage arising out of any later delivery.

The price of goods ordered hereunder is at GTI's factory based upon standard factory specifications. Any factory transportation thereof is for the Customer's account unless otherwise specified on the first page of this Authorization.

It is understood and agreed that this order embodies the complete understanding of GTI and Customer relative to this order and the terms and conditions hereof may not be revised or modified in any way except in a writing signed by Customer and a corporate officer of GTI.

In the event GTI is required to make changes in or addition to the goods by applicable law prior to the delivery thereof, the price of the goods shall be adjusted to include GTI's usual charges for such changes or additions.



**RAMPMASTER EQUIPMENT**

Quantity	Size	Location	Lease Cost Basis
	Rampmaster 7000 Gallon Model SW Refueler with 300 gpm (1/2%) Filter Vessel, EMS Flow Control, Single Overwing, Madison Tank Level Gauge and Recirculation Stub	ALB	\$346,174

**Initial Desired Truck Options**

Initial to select	Option	Lease Cost Basis
	Backup Camera System	\$2,382
	Scully Socket Overfill system	\$3,257
	Madison Electronic level gauge & Display	N/C
	Recirculation Stub	N/C
	Locking Aluminum Storage Box	\$1,507
	Sump tank	\$5,462
	LCR 600 Register	N/C
	Electric Deadman	N/C
	Air Conditioning in Cab	\$1,418
	Install Neutral Drop	N/C
	Dual overwing under tank	\$15,329
	Fuel/Defuel	\$3,048
	Prist - Single	\$7,104
	Roll Printer	\$421.43
	Wifi (installed)	\$1,760.00
	<b>Options Total</b>	<b>\$41,688</b>

**Total Truck plus Options      \$387,862**

**RAMPMASTER EQUIPMENT**

Quantity	Size	Location	Lease Cost Basis
	New Rampmaster 10,000 Gallon LS Refueler with 800 gpm Filter Vessel, Lift, EMS Flow Control, Madison Tank Level Gauge and Recirculation Stub	ALB	\$612,000

**Initial Desired Truck Options**

Initial to select	Option	Lease Cost Basis
	Backup Camera System	\$2,382
	Scully Socket Overfill system	\$3,257
	Madison Electronic level gauge & Display	N/C
	Recirculation Stub	N/C
	Locking Aluminum Storage Box	\$1,507
	Sump tank	\$5,462
	LCR 600 Register	N/C
	Electric Deadman	N/C
	Air Conditioning in Cab	\$3,709
	Install Neutral Drop	N/C
	Fuel/Defuel	\$3,048
	Roll Printer	\$421
	Wifi (installed)	\$1,760
	<b>Options Total</b>	<b>\$21,546</b>

**Total Truck plus Options      \$633,546**

# RAMPMASTER

CHAMPION OF EXCELLENCE

# Rampmaster 7,000 S

Heavy Duty  
Best Price in the Industry  
Modular Refueler



All Rampmaster trucks  
new & exchange include **E.M.S.**  
Engine Management ( Flow Control ) System

Parts Eliminated



Certified by

**West Virginia University**  
**CAFE**  
Center for alternative fuels  
engines & emissions

[www.rampmasters.com](http://www.rampmasters.com)  
800.344.4018

**Inc.**  
**5000**



## 7,000 Rampmaster S Specifications

<b>CHASSIS:</b>	Freightliner M-2.
<b>ENGINE:</b>	Cummins Diesel.
<b>TRANSMISSION:</b>	Allison Automatic.
<b>AXLES:</b>	Detroit Front Axle, T-Series Tandem Rear Axle.
<b>BRAKE SYSTEM:</b>	Full Air Brakes.
<b>SUSPENSION:</b>	Front Leaf Spring, Rear Chalmers.
<b>PUMP:</b>	300 GPM PTO driven centrifugal self-priming Gorman Rupp pump.
<b>PUMPING CONTROL:</b>	RAMPMASTER Engine Management (flow control) System.
<b>FILTRATION:</b>	300 GPM filter vessel 5th edition Gammon filter differential pressure gauge Electronic water detection.
<b>HOSES/REEL/NOZZLES:</b>	One (1) electric rewind hose reel with manual rewind (for underwing hose). One (1) electric rewind hose reel with manual rewind (for overwing hose). One (1) 2" x 50' hose w/ underwing nozzle. One (1) 1½" x 50' hose w/ overwing nozzle. (Second overwing optional).
<b>LIFT PLATFORM:</b>	Optional (One (1) deck hose, One (1) nozzle and controls.
<b>THROTTLE:</b>	Automatic.
<b>DEFUELING:</b>	Optional.
<b>METERING:</b>	300GPM Positive displacement meter with electronic registration.
<b>CONTROL PANELS:</b>	Ticket Printer, Register, Nozzle Gauge.
<b>PIPING:</b>	Schedule 5 stainless steel piping.
<b>INTERLOCKS:</b>	All underwing nozzles, bottom loading valve, and pump/drive selector.
<b>DEADMAN:</b>	Electric with Wrap up Hubs.
<b>EMERGENCY SHUTDOWN:</b>	Two (2) quick access shut-offs located at right front and left front of tank corners.
<b>FIRE EXTINGUISHERS:</b>	Two (2) Ansul fire extinguishers.

**TESTING:** Refueler is completely flow tested for proper operation of all controls and valves, meter is calibrated.

## **TANK**

**CAPACITY:** 7,000 + 3% gallons' shell full.

**COMPARTMENTS:** One (1) single.

**CONSTRUCTION:** Aluminum, fully baffled .DOT 406 construction.

**MANHOLE:** One (1) 20" diameter manhole with 10" fill, two (2) 2" fusible, vapor vent mounted in manhole.  
Two (1) 20" diameter inspection manhole.

**VENTING:** Betts vent with interlock weather-hood and elbow.

**FLASHING:** Two (2) aluminum extrusions welded and air tested.

**WALKWAY:** Aluminum expanded metal walkway inside flashing.

**DRAINS:** Two (2) at rear, one (2) at front of tank.

**LADDER:** Aluminum bolt-on at rear with grip-strut steps and drain through risers.

**SENSOR PRECHECK VALVE:** One (1) Apollo ball valve.

**BOTTOM LOAD ADAPTER:** One (1) Aluminum 2½" bottom load valve.  
Bottom load adapters equipped with brake interlocks.

**STATIC TERMINAL:** At bottom load valve.

**PRODUCT LEVEL SENSORS:** Madison electronic level gauge.

**TANK VALVES:** One (1) 4" Internal bottom load valve.  
One (1) 3" Offload valve.

**TANK MOUNTING:** Tank mounted on chassis with neoprene sill.  
Sills have full length retaining strips.

**WARRANTY:** Contact RAMPMASTER for specific warranty information.

Specifications Subject to Change Without Notice

## 7000 Gallon Rampmaster

We spec our Freightliner M2 chassis to have a total GVWR of 72,000 lbs whereas other trucks you're currently on the market of this size are rated at 60,000 lbs. We also utilize a Chalmers rear suspension which is an additional \$9,300.00. This not only is a benefit from a maintenance standpoint, but also lowers the center of gravity by roughly 5" which dramatically improves stability.

The lower rack on the trucks (module) is thick aluminum structure in place of painted steel. This gives us the ability in the future to re-chassis using the same platform without concern for rust and corrosion.

In addition to the items listed above, we also use a Madison electronic level gauge which we have located at the bottom load and runs in-series to the TCS register. We placed the secondary display so that the operator knows how much fuel is going into the truck and doesn't have to walk to the register to see how much fuel the truck has.

We also use Stainless Steel braided lines instead of synflex. This prevents the possibility of cracking lines due to weather and will last much longer due to being heavier duty.

We also don't charge anything additional for the in-service of the equipment. We will also stay at the location as long as we have to in order to make sure all shifts have a clear understanding of the operation of the equipment with Rampmaster trained personnel.

In total these items which are reflected above total about \$27,400.. The suspension on the 7000 would be more just based on its correctly sized axle set and additional lined/reinforced frame length.



# **RAMPMASTER**

CHAMPION OF EXCELLENCE

# Rampmaster 10,000 LS

Heavy Duty

Best Price in the Industry

Modular Refueler



All Rampmaster trucks  
new & exchange include **E.M.S.**  
Engine Management ( Flow Control ) System

Parts Eliminated



Certified by

**W**est Virginia University  
**CAFEE**

Center for alternative fuels  
engines & emissions

[www.rampmasters.com](http://www.rampmasters.com)  
800.344.4018

**Inc.**  
**5000**

## 10,000 Rampmaster **LS** Classic Specifications

CHASSIS:	Crane Carrier Chassis.
ENGINE:	Cummins Diesel Engine.
ENGINE EQUIPMENT:	Engine block heater- 18.7 CFM Air compressor-10 Gallon DEF Tank.
COOLING:	927 Front Radiator.
AIR INTAKE:	Cummins Filtration Direct Flow.
EXHAUST:	Single horizontal exhaust system mounted under front bumper with after treatment device. EPA compliant.
TRANSMISSION:	4 speed automatic, Allison 3000 RDS transmission with oil cooler. Incorporates electronic push button shift selector pad mounted in cab.
REAR/DRIVE AXLE:	Dana S35-590 / KGI Rear Dummy Axle.
FRONT AXLE:	Dana D2000W Dressed.
SUSPENSION:	Front - Taper Leaf 20,000 lb capacity with shocks. Rear – Chalmers 800 Series 80,000 lb tandem.
AIR BRAKE SYSTEM:	Front: Cast Iron brake drums Rear: Cast Iron brake drums - Bendix air dryer.
CHASSIS:	110,000 psi yield strength steel alloy frame with reinforcement plates. 60 gal fuel tank. SAE J844 Nylon tubing fuel and air lines. Cab mounted entry steps. Heavy duty steel bumpers with (2) tow eyes. Battery box with two batteries and shut off switch.
CAB TRIM & ACCESSORIES:	High visibility steel tilt cab. Hydraulic tilt mechanism, mechanical lock. Fiberglass front fender extensions. Black interior trim. Air ride low back driver seat. Full foam low back passenger seat. Rubber black floor mats. 40,000 BTU heater/defroster. Electric horn.

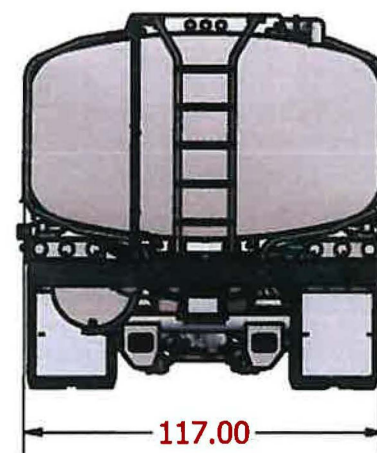
<b>INSTRUMENTS:</b>	<p>Console type with front serviceable gauges.          Electric speedometer and odometer.          Oil pressure gauge.          Dual air pressure gauges.          Voltmeter.          Engine water temp gauge.          Fuel gauge.          Hobbs hour meter.          Pump/Drive selector lever with indicator light.</p>
<b>WARNINGS:</b>	<p>Low oil pressure lamp and buzzer with shutdown.          High water temperature, lamp and buzzer with shutdown.          Low air lamp and buzzer.          Transmission Temperature lamp and buzzer.</p>
<b>LIFT PLATFORM:</b>	Platform height - 73" For an Airbus A320 up to 140" for Boeing 777 and up-gradable to the Airbus A380.
<b>PUMPING CONTROL:</b>	Rampmaster Engine Management Flow Control.
<b>FILTRATION:</b>	<p>800 GPM 5th edition filter vessel.          Gammon filter differential pressure gauge.          Gammon millipore sampling adapters (one upstream and one downstream of the filter monitor).          Air Eliminator.</p>
<b>HOSES/REEL/NOZZLES:</b>	<p>One (1) hydraulic rewind hose reel (Single Wrap) with manual rewind.          One (1) 2½" x 50' hose with Whittaker 2½" F-117 underwing nozzle.          Two (2) 2" x 7' deck hoses with Whittaker 2½" F-117 underwing nozzles and 3" OPW swivels.          One (1) 4" x 96" Jac riser hose.</p>
<b>THROTTLE:</b>	High and Low control on lift platform, one speed on side reel.
<b>DEFUELING:</b>	Gorman Rupp 4" x 3" FDF valve and eductor with check valve to prevent backwash to filter.
<b>METERING:</b>	<p>Electronic Meter.          Digital deck readout / rate of flow indicator.</p>
<b>CONTROL PANELS:</b>	<p>Side mounted: contains 4" nozzle pressure gauge, fuel-defuel control.          Deck mounted: contains 4" nozzle pressure gauge and high – low flow selector.</p>
<b>PIPING:</b>	Schedule 5 stainless steel piping.
<b>INTERLOCKS:</b>	All underwing nozzles, deck rails, bottom loading valve, and pump/drive selector.
<b>DEADMAN:</b>	Electronic
<b>EMERGENCY SHUTDOWN:</b>	Three (3) quick access shut-offs located at right front and left front module corners as well as on lift platform.
<b>FIRE EXTINGUISHERS:</b>	Two (2) Ansul AB fire extinguishers.



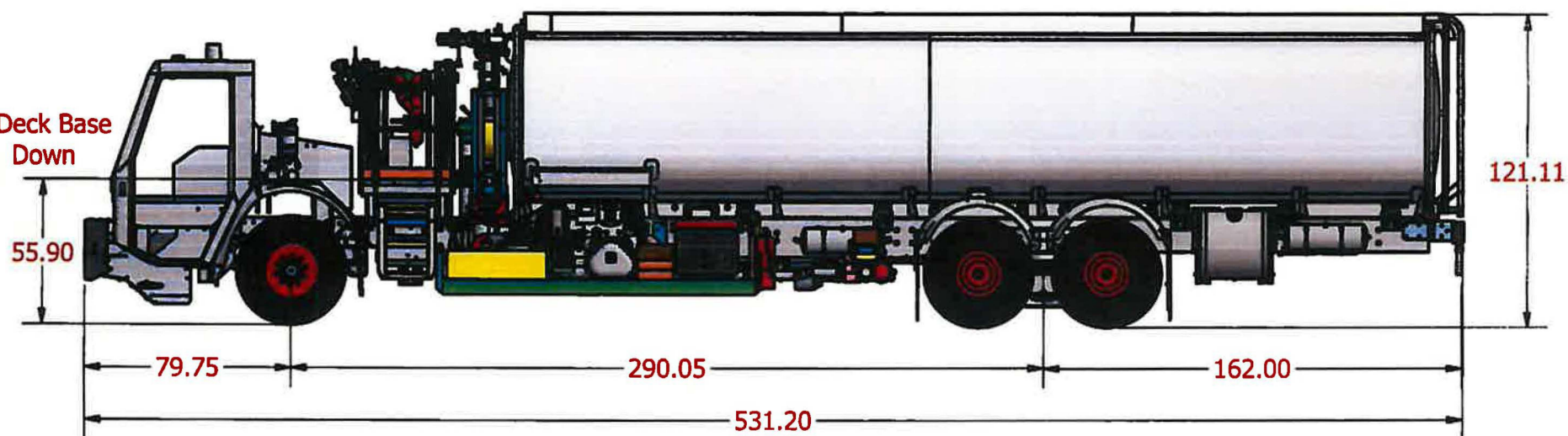
<b>TESTING:</b>	Refueler is completely flow tested for proper operation of all controls and valves, meter is calibrated.
<b>TANK WARRANTY:</b>	10 years.
<b>CAPACITY:</b>	10,000 + 3% gallons shell full.
<b>COMPARTMENTS:</b>	One (1) single.
<b>CONSTRUCTION:</b>	Aluminum, semi rectangular, drop frame, fully baffled .313" aluminum heads, sides, and bottom DOT 406 construction.
<b>MANHOLE:</b>	One (1) 20" diameter manhole with 10" fill, two (2) 2" fusibles, vapor vent mounted in manhole. Two (2) 20" diameter inspection manholes.
<b>VENTING:</b>	Betts vent with interlock weather-hood and elbow.
<b>FLASHING:</b>	Two (2) aluminum extrusions welded and air tested.
<b>WALKWAY:</b>	Aluminum expanded metal walkway inside flashing.
<b>DRAINS:</b>	Two (2) at rear, one (1) at front of tank.
<b>LADDER:</b>	Aluminum bolt-on at rear with grip-strut steps and drain through risers.
<b>SENSOR PRECHECK VALVE:</b>	One (1) Apollo ball valve.
<b>BOTTOM LOAD ADAPTER:</b>	One (1) Whittaker aluminum 2½" bottom load valve Bottom load adapters equipped with brake interlocks.
<b>STATIC TERMINAL:</b>	At bottom load valve.
<b>EMERGENCY VALVE:</b>	One (1) Whittaker aluminum 6" emergency valve with anti-splash deflector.
<b>WATER DRAIN VALVE:</b>	One (1) Apollo ball valve in sump.
<b>PRODUCT LEVEL SENSORS:</b>	One (1) two-stage Whittaker jet sensor.
<b>TANK MOUNTING:</b>	Frame mounted.
<b>TANK LEVEL:</b>	Product level gauge.

Specifications Subject to Change Without Notice

Deck Base  
Up 151"



Deck Base  
Down



RAMPMASTER  
COMPANY OF FILLTONE

GENERAL TRANSERVICE INC.

10k"LS"

DATE  
2/12/2018

DRAWN BY  
Ed Sell

18-10kLS-8Lift-290

# RAMPMASTER

CHAMPION OF EXCELLENCE

Engine Management (flow control) System

## Parts Eliminated!

Primary Valve  
Secondary Valve  
Venturi  
Rate of Flow  
Flow Control Servo  
Bypass Servo  
Versa Valve  
Pilot Valve  
Regulators  
Sense Lines



## EMS Savings up to:

43%\*\* Fuel Savings

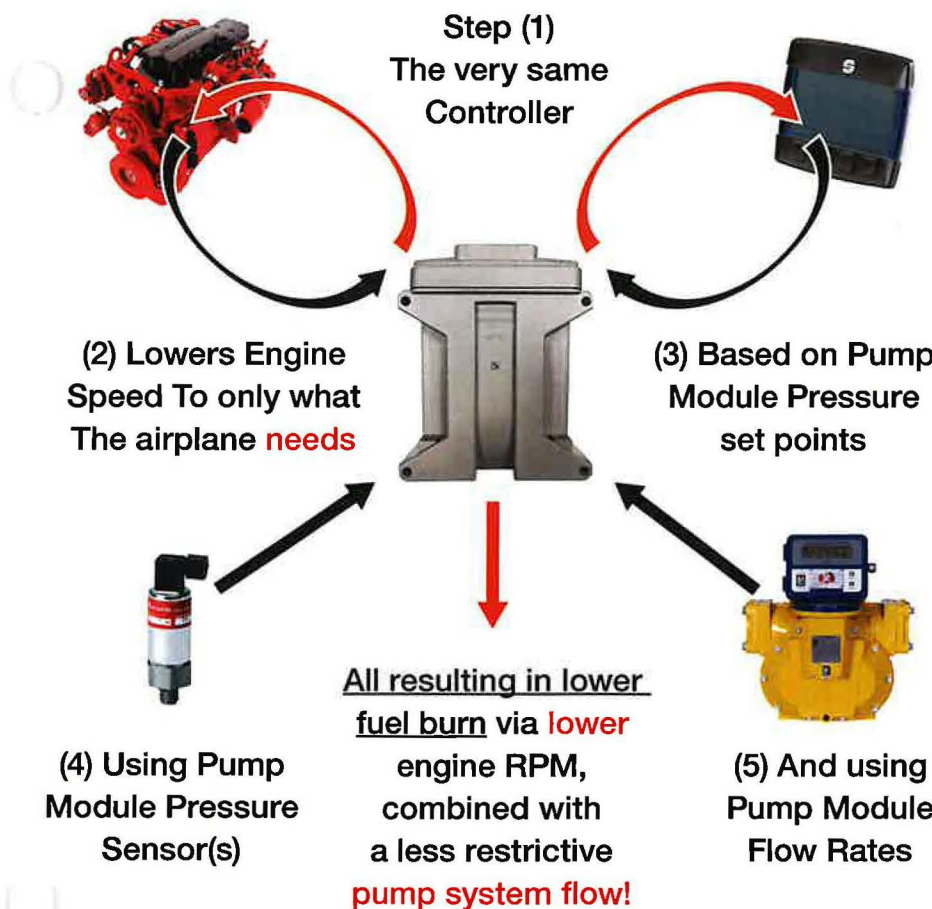
63% EPA emissions savings

46% Savings in engine wear  
(extremely low RPM)

\*\* Certified by



Center for alternative fuels  
engines & emissions



RAMPMASTER

211 W. Stewart Huston Drive, Coatesville, PA 19320

+1 (610) 857-1900 | [www.RAMPMASTERS.com](http://www.RAMPMASTERS.com)



## Executive Summary

The Center for Alternative Fuels, Engines and Emissions at West Virginia University evaluated fuel consumption rates and emissions from three aircraft refueling trucks at varying refueling rates. One of the trucks was evaluated both with refueling rate controlled by throttling fuel flow and controlled by a Rampmaster Engine Management System (EMS). Emissions concentrations, exhaust flow, and engine parameters were all monitored and recorded continuously during each test. Procedures from 40 CFR Part 1065 (Code of Federal Regulations, Emissions Testing Procedures) were used to calculate fuel consumption and emissions rates using emissions concentrations and exhaust flow rate. Fuel consumption was also measured gravimetrically by fueling the vehicle from an external fuel drum and continuously monitoring and recording the weight of the fuel remaining.

Two of the vehicles, a 2005 model year competitors truck and a 2011 Freightliner with a Rampmaster EMS were evaluated with refueling rates of 100, 200 and 300 gallons per minute. Each of these vehicles were equipped with 5,000 gallon tanks. The other vehicle, a 2011 Crane Carrier Company (CCC), was evaluated using refueling rates of 200, 500 and 800 gallons per minute. The 2011 CCC vehicle was evaluated with and without the Rampmaster EMS.

### Fuel Consumption and Greenhouse Gas Emissions

The Rampmaster EMS, when employed on the 2011 CCC chassis, resulted in significant reductions in fuel consumption per 10,000 gallons delivered at all refueling rates

- 78% less fuel consumed at 200 gallon per minute refueling rate
- 62% less fuel consumed at 500 gallon per minute refueling rate
- 45% less fuel consumed at 800 gallon per minute refueling rate

A comparison of fuel consumption rates between the competitor's truck and the 2011 Freightliner chassis equipped with the Rampmaster EMS also showed significant reductions in fuel consumption per 10,000 gallons delivered at all refueling rates

- 42% less fuel consumed at 100 gallon per minute refueling rate
- 27% less fuel consumed at 200 gallon per minute refueling rate
- 43% less fuel consumed at 300 gallon per minute refueling rate

### Greenhouse Gas Emissions

The primary greenhouse gas emissions constituent from the vehicles examined was carbon dioxide. The only other greenhouse gas constituent from the vehicles, methane, was negligible as compared to the level of carbon dioxide emissions. Since carbon dioxide emissions are directly correlated to fuel consumption, any reduction in fuel consumption (increase in fuel economy) will result in a corresponding decrease in greenhouse gas emissions. As a general rule of thumb, based on complete fuel combustion, combustion of one gallon of #2 diesel fuel produces approximately 10,200 grams of carbon dioxide. This relationship may vary slightly based on fuel density and carbon mass fraction.

**RAMPMASTER**  
CHAMPION OF EXCELLENCE

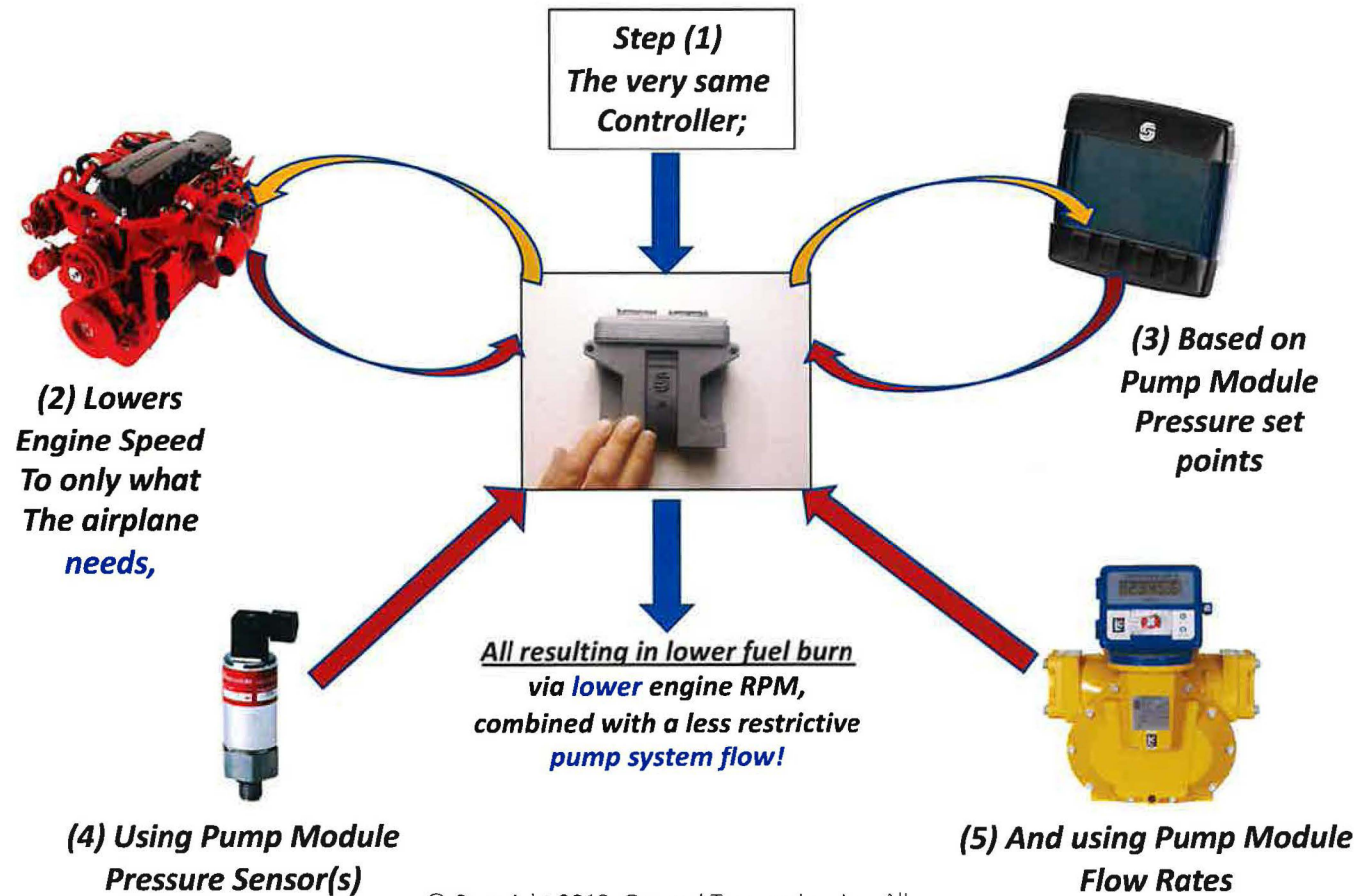
*Engine Management (flow control) System*

***Refuelers... Simplified!***

**RAMPMASTER**

CHAMPION OF EXCELLENCE

## HOW DOES EMS reduce pumping fuel burn?



© Copyright 2012, General Transervice, Inc. All rights reserved. U.S. Patent 6,324,840 B1



**RAMPMASTER**

CHAMPION OF EXCELLENCE

***We Eliminate Parts & Maintenance***

***And dramatically increase reliability -***

***By replacing parts  
with this digital box  
behind the driver.***

Primary  
Valve



Secondary  
Valve



Venturi



Rate Of  
Flow



Flow  
Control  
Servo



***Unplanned Maintenance  
costs practically cease!***

Wearable  
O Rings  
Bypass Servo



Versa Valve



Pilot  
Valve



Regulators



Sense Lines



# RAMPMASTER

CHAMPION OF EXCELLENCE

**Flow restrictive parts like these – GONE!!**



*2 expensive flow valves*

*They use high back-pressure, requiring **more power, fuel burn & maintenance** to pump fuel.*



*Highly restrictive Venturi*



*Or **control parts** like these with "O" rings that **stick, crack and fail.***

**RAMPMASTER**

CHAMPION OF EXCELLENCE

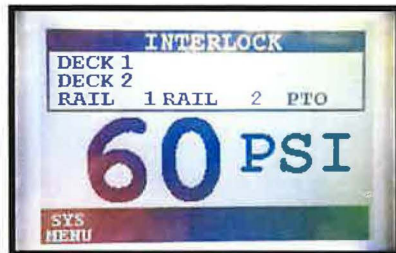
**Plus a 50% increase in Surge Safety!**

**During an 800 GPM cockpit shut down:**

**Rampmaster  
EMS**

**Engine Management System**

**DIGITAL GAUGE**



**60<sub>max</sub> PSI**  
**PRESSURE**  
*In 2 seconds.*

**Compared to**

**Pressure Control Valves**

**ANALOG GAUGE**



**Surge Shock**  
**Cut by 50%**

**120<sub>max</sub> PSI**  
**PRESSURE**  
*In 2 seconds.*



## Kathryn Kane

---

**From:** Bobbi Matthews  
**Sent:** Tuesday, January 14, 2025 1:07 PM  
**To:** Kathryn Kane  
**Subject:** FW: LFV-1231  
**Attachments:** DOC402.pdf

**From:** Kevin Ward <kward@rampmasters.com>  
**Sent:** Tuesday, January 14, 2025 11:58 AM  
**To:** Bobbi Matthews <BMATTHEWS@albanyairport.com>  
**Subject:** Re: LFV-1231

Bobbi,  
Enclosed is part of the bid package that was not part of our bound proposal and required for the bid package. I wanted to make sure this was included as part of our package prior to the bid deadline.

Thanks,  
kevin

On Jan 7, 2025, at 10:58 AM, Bobbi Matthews <[BMATTHEWS@albanyairport.com](mailto:BMATTHEWS@albanyairport.com)> wrote:

Good Morning,  
Attached is the legal notice for Contract # LFV-1231

Bobbi

**Bobbi Matthews**  
Purchasing Agent



Phone: (518) 242-2213

Fax: (518) 242-2640

Email: [BMatthews@albanyairport.com](mailto:BMatthews@albanyairport.com)

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

<LFV-1231 Legal Notice.pdf>

**Exhibit D: Proposal E**

**INSURANCE REQUIREMENT AFFIDAVIT**

To be completed by appropriate insurance agent:

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

Agent: LETTER ENCLOSED \_\_\_\_\_  
Signature Agent

Name of Insurance Carriers: STARR INDEMNITY & GENERAL LIABILITY COMPANY

Address of Agency: MCGRIFF  
3535 FACTORIA BLVD SUITE 510 BELLEVILLE AVE

Phone Number Where  
Agent May Be Contacted: 206 232 9870

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

**Certificate of Insurance**

Certificate No. 153598

Rev. Date: 10/10/2024

This is to certify that the policy(ies) of insurance as described below have been issued to the Insured for whom this Certificate is executed and is/are in force at this time. This Certificate is issued for information only and confers no rights upon the holder. This Certificate neither affirmatively nor negatively amends, extends or alters the coverage afforded by such policy(ies) or binder(s) stated herein. This certificate cancels and supersedes all previously issued certificates.

**Certificate Holder:** Global Capital Corp.  
211 West Stewart-Huston Drive  
Coatesville, PA 19320

**Named Insured:** Global Capital Corp.  
211 West Stewart-Huston Drive  
Coatesville, PA 19320

**Policy Type:** Aircraft Hull & Liability and Aviation General Liability Policy

**Policy Period:** October 23, 2024 to October 23, 2025 both days at 12:01am Local Standard Time at the address of the Named Insured shown above

<b>Insurer(s):</b>	<b>Company</b>	<b>Policy No(s).</b>
	Starr Indemnity & Liability Company through Starr Aviation	1000319528-09 / SASICOM60003924-15

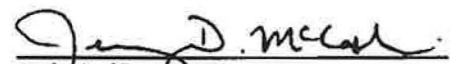
**Premises Covered:** Those premises necessary and/or incidental to the aviation operations of the Named Insured.

**Coverage & Limits**

<b>Commercial General Liability</b>	<b>Coverage Limit</b>
Each Occurrence	\$10,000,000 Combined Single Limit Bodily Injury & Property Damage
Damage to Premises Rented to You	\$250,000 any one premises
Medical Expense Limit	\$5,000 any one person
Products-Completed Operations	\$10,000,000 Aggregate Limit
Personal & Advertising Injury	\$10,000,000 Aggregate Limit
<b>Hangarkeepers Liability</b>	<b>Coverage Limit</b>
Each Aircraft	\$10,000,000
Each Loss	\$10,000,000
Deductible	\$5,000 Each Aircraft

**Certificate Provisions**

**Named Insured Includes**  
General Transervice, Inc. dba Rampmaster, Omni American, Inc., SureFlight, LLC, DOS Properties, LP and DOW Properties, LP

  
Authorized Representative



**Exhibit D: Proposal F**

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

**C. Bankruptcy Information**

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

**D. County of Albany and any Affiliated Entity**

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity? Yes (☒) No ( )
2. If Yes, identify the agreement(s), its purpose, and its term.  
LEASE OF AVIATION REFUELS  
\_\_\_\_\_

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

Yes      No ( ☒ )      If Yes, please explain

---

---

---

**EXHIBIT D: Proposal I**

**PROPOSAL SUBMITTAL FORM**

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

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

☐ YES

☐ NO

**Monthly Rental of AvGas Refuelers:**

**\*\*One (1) 10,000 Gallon Refuelers (Vehicle Type 1)**

Make, Model & Year 2025 CRANE CARRIER

Gallon Capacity 10000 GALLONS BATTLE MOTORS

Total Rental Amount per month: \$ 9775<sup>00</sup>

**\*\*One (1) 7,000 Gallon Refueler with Dual Over The Wing Truck  
With Prist (Vehicle Type 2)**

Make, Model & Year 2025 FREIGHTLINER

Gallon Capacity 7000 GALLONS.

Total Rental Amount per month: \$ 5984<sup>00</sup> PER MONTH.

-----  
Payment Terms:

60 MONTH

Delivery Time After Receipt of Order (ARO)

-----  
-----



**Exhibit D: Proposal D**

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

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

GENERAL TRANSWICE INC KEVIN WARD

Address: 211 W STEWART HUSTON DRIVE

CORTEVILLE PA 19320

Name and Title of Person Submitting this Form: \_\_\_\_\_

KEVIN WARD VICE PRESIDENT SALES AND MARKETING.

Contract Procurement Number: LEV-1231

Date: 11/13/25

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT D: DOCUMENTS REQUIRED TO BE SUBMITTED WITH PROPOSAL**

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

**Exhibit D: Proposal A**

**PROPOSAL ACKNOWLEDGMENT FORM**

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

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

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

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

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

Name of Proposer: GENERAL TRANSERVICE INC.

Signature of Authorized Person: [Signature]

Title: VP. VICE PRESIDENT SALES AND MARKETING

Business Address of Proposer: 211 W STEWART HOBSON DRIVE COATESVILLE PA 193

Business Phone Number: 800 344 4018

Email: KWARD@RAMPMASTERS.COM,

Date: 1/13/25

Subscribed and sworn to before me this 13 day of JANUARY, 2022: 2025



# Commonwealth of Pennsylvania

3-1-69.49 1151



## Department of State

To All To Whom These Presents Shall Come, Greeting:

*Whereas, In and by Article VIII of the Business Corporation Law, approved the fifth day of May, Anno Domini one thousand nine hundred and thirty-three, P. L. 364, as amended, the Department of State is authorized and required to issue a*

## CERTIFICATE OF AMENDMENT

*evidencing the amendment of the Articles of Incorporation of a business corporation organized under or subject to the provisions of that Law, and*

*Whereas, The stipulations and conditions of that Law pertaining to the amendment of Articles of Incorporation have been fully complied with by*

WATKINS RENTAL COMPANY

Name changed to

GENERAL TRANSERVICE, INC.

*Therefore, Know Ye, That subject to the Constitution of this Commonwealth and under the authority of the Business Corporation Law, I do by these presents, which I have caused to be Sealed with the Great Seal of the Commonwealth, extend the rights and powers of the corporation named above, in accordance with the terms and provisions of the Articles of Amendment presented by it to the Department of State, with full power and authority to use and enjoy such rights and powers, subject to all the provisions and restrictions of the Business Corporation Law and all other applicable laws of this Commonwealth.*

*Given* under my Hand and the Great Seal of the Commonwealth, at the City of Harrisburg, this

19th day of December

*in the year of our Lord one thousand nine hundred and* sixty-nine *and of*  
*the Commonwealth the one hundred and*

ninety-fourth

*[Signature]*

Secretary of the Commonwealth

3-1-59.08 646

DCCO-1-10M-3-26

ARTICLES OF INCORPORATION

TO THE DEPARTMENT OF STATE;  
COMMONWEALTH OF PENNSYLVANIA:

In compliance with the requirements of the "BUSINESS CORPORATION LAW," approved the 6th day of May, A. D. 1933, P. L. 364, as amended, the undersigned, desiring that they may be incorporated as a business corporation, do hereby certify:

1st. The name of the corporation is Watkins Rental Company

2nd. The location and post office address of its initial registered office in this Commonwealth is

Second & Palmer Sts. Chester Delaware  
(number) (street) (city) (county)

3rd. The purpose or purposes of the corporation are:

Purchase, Distribution, Sale, Lease, Rental of new and used automobiles, Motor Buses, Motor Trucks, Trailers, Semi-Trailer, Materials Handling Equipment, Construction Equipment, Industrial Power Equipment, Plant Maintenance Equipment, and Parts, Accessories, Equipment, and associated items relating to the aforesaid; and for the conduct of Agencies or Sub-Agencies with the right to collect commissions.

4th. The term of its existence is Perpetual

5th. The authorized capital stock of the corporation is \$5,000.00 divided into

500 shares of common stock with par value of \$10.00 per share

3-1-59.08

7th. The names and addresses of the first directors:

Name	Address (Including street and number, if any)
Dwain J. Watkins	RD #5 West Chester, Pa.
Robert G. Watkins	RD #5 West Chester, Pa.
William J. Nichols	15 Cameo Drive, Claymont, Del.

8th. The names and addresses of the incorporators and the number and class of shares subscribed

by each are:

Name	Address (Including street and number, if any)	No. and Class of Shares
Dwain J. Watkins	RD #5 West Chester, Pa.	24 common
Robert G. Watkins	RD #5 West Chester, Pa.	24 common 2 common
William J. Nichols	15 Cameo Drive, Claymont, Del.	Three

9th. The number of incorporators who are citizens of the United States is Three

\_\_\_\_\_  
(SEAL) Robert G. Watkins (SEAL)

\_\_\_\_\_  
(SEAL) Robert G. Watkins (SEAL)

\_\_\_\_\_  
(SEAL) William J. Nichols (SEAL)

Commonwealth of Pennsylvania }  
County of Delaware } ss:

Before me, Notary Public in and for the county aforesaid, personally

came the above named, Dwain J. Watkins, Robert G. Watkins,

William J. Nichols

who, in due form of law, acknowledged the foregoing instrument to be their act and deed for the purposes therein specified.

Witness my hand and seal of office this 16 day of February, A. D. 1959



Barbara Langdale  
Notary Public

NOTARY PUBLIC  
My Commission Expires July 2, 1961  
Chester Del. Co., Pa.

Approved by the Department of State, 3rd day of March, A. D. 1959





## Corporations

[Online Services](#) | [Corporations](#) | [Forms](#) | [Contact Corporations](#) | [Business Services](#)

[Search](#)  
[By Business Name](#)  
[By Business Entity ID](#)  
[Verify](#)  
[Verify Certification](#)  
[Online Orders](#)  
[Register for Online Orders](#)  
[Order Good Standing](#)  
[Order Certified Documents](#)  
[Order Business List](#)  
[My Images](#)  
[Search for Images](#)

### Business Entity Filing History

**Date:** 10/3/2014 (Select the link above to view the Business Entity's Filing History)

### Business Name History

Name	Name Type
GENERAL TRANSERVICE, INC.	Current Name

### Business Corporation - Domestic - Information

<b>Entity Number:</b>	381417
<b>Status:</b>	Active
<b>Entity Creation Date:</b>	3/3/1959
<b>State of Business.:</b>	PA
<b>Registered Office Address:</b>	SECOND & PALMER STS CHESTER PA 0 -0 Delaware
<b>Mailing Address:</b>	No Address

### Officers

<b>Name:</b>	ROBERT WATKINS JR
<b>Title:</b>	President
<b>Address:</b>	211 STEWART HUSTON DR COATESVILLE PA 19320-1688

<b>Name:</b>	JOHN D VALENTINE
<b>Title:</b>	Secretary
<b>Address:</b>	211 STEWART HUSTON DR COATESVILLE PA 19320-1688

<b>Name:</b>	DANIEL WATKINS
<b>Title:</b>	Treasurer
<b>Address:</b>	211 STEWART HUSTON DR COATESVILLE PA 19320-1688

<b>Name:</b>	OWEN WATKINS
<b>Title:</b>	Vice President
<b>Address:</b>	211 STEWART HUSTON DR COATESVILLE PA 19320-1688

October 7, 2014

Re: General Transervice, Inc.

To whom it may concern:

Please note the following information regarding General Transervice, Inc. as of October 7, 2014:

- The Company is a wholly owned subsidiary of Global Capital Corp.
- The Company is incorporated in the state of Pennsylvania.
- The Company is in compliance with all known tax filing requirements and all such taxes have been timely paid.

Very truly yours,

Fischer Cunnane & Associates Ltd



Robert F. Fischer, CPA

RFF:cag

**Exhibit D: Proposal F**

**CORPORATION STATEMENT**

IF A CORPORATION, answer the following:

1. When incorporated?

DECEMBER 19 1969

2. Where incorporated?

\_\_\_\_\_

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 \_\_\_\_\_ 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	%
_____	_____	_____	_____
_____	_____	_____	_____



**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>GENERAL TRANSERVICE, INC</b>	
	2 Business name/disregarded entity name, if different from above. <b>RAMPMASTER</b>	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions. <b>211 W STEWART HUSTON DRIVE</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>COATESVILLE, PA 19320</b>		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
2	3	-	1	7	1	7	9	0 2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person		Date	8/20/24

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**Exhibit D: Proposal B**

**NON-COLLUSION AFFIDAVIT**

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

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

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

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

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

By submission of this proposal, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,
- C. No attempt has been made or will be made by the proponent to induce any other person, partnership or corporation to submit or not to submit a proposal for the

## **HISTORY OF INNOVATION SPANS OUR ENTIRE EXISTENCE**

From the start, our unique vision has set us apart. We foresaw that airlines, into-plane agents and oil companies needed a new kind of refueler: one that would be extremely rugged and very easy to maintain, repair, upgrade and overhaul – allowing for a much longer lifecycle. Since the modular revolution of our Rampmaster refueler in 1979, we've continued to provide our customers the best products, loyal service, and a firm dedication to helping them run successful operations.

### **1968 General Transervice, Inc. (GTI) is founded.**

General Transervice, Inc. (GTI) is founded by Robert Watkins, a Vietnam U.S. Army Veteran, as an airport refueler maintenance company at Philadelphia Airport.

### **1974 GTI develops the Rampmaster - the first ever modular refueler.**

GTI sees the many challenges airlines face maintaining their refueling fleets. The Rampmaster modular design simplifies maintenance by allowing the truck to be separated from the fuel tank.

### **1979 The first Rampmaster prototype goes into service.**

This 8,000 gallon capacity model routinely pumped a million gallons per truck per month for Piedmont Airlines in Norfolk, setting the new industry cost per gallon standards.

### **1981 Rampmaster sells out its production line – this year and every year since.**

The reliability of the Rampmaster became noticed immediately, creating a lasting demand-pull market for the revolutionary design.

### **1988 Rampmaster introduces its modular design in 3K, 5K and 7K gallon truck models.**

GTI incorporates the same modular straight truck design into units for the GA / FBO markets.

### **1990 Rampmaster captures 80% of the domestic orders for heavy duty refuelers.**

Rampmaster's success became evident - 8 out of every 10 trucks delivered were Rampmasters.

### **1995 Rampmaster unveils the world's first ever 15,000 gallon straight truck modular refueler.**



# **RAMPMASTER**

CHAMPION OF EXCELLENCE

**1997 Outdoing their previous record, Rampmaster develops the 17,500 gallon straight truck refueler.**

The world's largest non-articulating refueler captures 95% of the super heavy market segment.

**1997 Rampmaster deliveries are made to South America and Japan.**

GTI's refuelers can also be found on ramps in Saudi Arabia, Kuwait, the Philippines and China.

**2005 Rampmaster develops a custom 5,000 gallon refueler for the FBO market.**

The trucks are an equipment career solution for forward thinking FBO management decision makers.

**2006 Rampmaster unveils the 100% self-sustaining, 100% green hydrant cart.**

The unit never needs to be recharged or refueled, and creates zero EPA emissions.

**2010 Rampmaster revolutionizes pumping efficiency with its patented Engine Management (Flow Control) System.**

Airlines and FBOs alike benefit from the immense fuel cost savings, maintenance reductions and environmental benefits EMS brings.

**Present** Rampmaster continues to be a driving force for innovation in the refueling market.

Today, Rampmaster is global in scope, but remains an innovative and exceptional family-owned U.S. manufacturer, well known for re-investing capital to advance the refueling industry by way of thought leadership and quality craftsmanship.



September 17, 2013

To whom it may concern,

I have been working with Rampmaster (General Transervice Inc.) for the past ten years. The company has provided me the utmost integrity, high quality, craftsmanship and warranty support beyond the call of duty.

Rampmaster has been building and delivering fuel trucks for more than 30 years; the company does this with top quality reliability and truly stands taller than other competitive companies in the market. For Rampmaster their vision is about innovation, "making fuel trucks better". This is where Engine Management or as they refer to it EMS comes into play. I have been directly impacted by EMS utilizing 5,000-gallon Rampmaster units. Savings is remarkable, reduced maintenance and engine wear, the cost of fuel is reduced month after month with this system.

Sincerely,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Charlie Ringler  
Director Technical Services,  
SHELTAIR

The Boeing Company  
P.O. Box 3707  
Seattle, WA 98124-2207

G-9300-98-37

November 06, 1998

Mike Wilkinson  
General Transervice, Inc.  
140 Stewart-Huston Drive  
Coatesville, PA 19320



Dear Mr. Wilkinson,

I just wanted to let you know how satisfied we are with the last Rampmaster fueler that we have taken delivery of. While reviewing the process with Rick Kaschmitter he explained that all of the aspects of working with your company have been effortless.

Please accept this photograph as token of our appreciation. We look to further dealings with you and your company.

Regards,

Dean D. Rene'  
Fleet Manager  
Puget Sound Region  
The Boeing Company







Mike Wilkinson, President  
Rampmaster  
140 Stewart-Huston Drive  
Coatesville, PA 19320

June 12, 2000

Dear Mike,

In response to your query regarding Federal Express' experience with the Rampmaster 15,000 gallon refuelers, I will say that it has been nothing less than great.

First of all the Volvo engine, chassis and drive train have been trouble free, with the design and placement of the tank to be excellent in terms of weight distribution and handling. Tire wear is even and of no concern, considering the heavy weight, tight turn requirements and axle placement. Maneuverability is as good as can be expected for a vehicle of that size.


The pump module is well designed, compact and readily accessible. We have had no problems in this area. The truck delivers at the expected 800 gpm when the aircraft fuel loading conditions are favorable. Filling single Airbus tip tanks, an extremely slow process, is performed as well as can be expected.

The working basket has ample room and thus far has proven itself well from an ergonomic standpoint. It is an area not prone to worker injury. Its placement immediately behind the cab makes it convenient to align with wide body aircraft under-wing fueling points. The various working levels easily accommodate our various aircraft types.

The trailer design is neat and practical, although our intent is never to uncouple it from the tractor. It is never the less a desirable feature for unanticipated major repairs or modifications.

The truck works well in the FedEx system. We intend to replace most of our trucks with Rampmaster 15K's. Keep up the good work.

Sincerely,

  
Lawrence G. White, Project Engineer  
GSE Engineering  
2655 Dividend, Suite 101  
Memphis, TN 38132  
Phone 901 395 7074  
Fax 901 395 7276

Signature Flight Support  
Signature Plaza  
201 South Orange Avenue  
Suite 1100  
Orlando, Florida 32801

Tel 407.648.7220  
Fax 407.648.7351

Kevin S. Worley  
Vice President, Airline Sales



21 February 2001

Mr. Robert G. Watkins, Jr.  
Chairman and CEO  
General Transervice, Inc.  
140 Stewart-Huston Drive  
Coatesville, PA 19320

Dear Bob,

Rampmaster continues to be Signature Flight Support's fuel truck of choice. We have over 105 trucks throughout our network of 45 FBO's, and will continue to purchase your trucks because of the competitive advantages you maintain over your competitors.

The modular design of changing engine/drive components from the tanks keeps the fleet moving, minimizing downtime. In addition we enjoy an excellent working relationship for aftermarket support. Factory training provided by your staff is a significant advantage over all other truck manufacturers.

Our fleet size ranges from the 3,000 to the 17,500 gallon truck. We are especially pleased with the 15,000 and 17,500 gallon trucks to service wide and narrow bodied aircraft. The larger trucks enable us to minimize staff, drive time, and mileage to the load rack, thus making us more cost competitive. We also appreciate the fast flow rate, maintenance free design, fixed decks, and improved wear.

Our long-standing relationship means a lot to us. We enthusiastically recommend your company to anyone considering the purchase or lease of airport refueler trucks.

Sincerely,

A handwritten signature in black ink that reads "Kevin S. Worley". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kevin S. Worley  
Vice President Airline Sales

KSW:ts



HUDSON GENERAL LLC

O'HARE INTERNATIONAL AIRPORT  
10600 WEST HIGGINS ROAD SUITE 610  
ROSEMONT, ILLINOIS 60018  
(847) 298-6140  
FAX (847) 298-6769

June 9, 2000

Mr. Mike Wilkinson  
General Transervice, Inc.  
140 Stewart-Huston Drive  
Coatesville, PA 19320

Dear Mike:

Hudson General operates 15,000 gallon Rampmasters' at O'Hare, Boston and Miami.

The original 15K, your prototype, arrived at O'Hare about four years ago. The units have performed very, very well. The units at Boston have performed equally well.

Miami had a tire-wear problem due to the extreme distance to the fuel farm (11 miles one way), the crushed coral road surface and the intense heat. We're working with re-caps with much better wear characteristics than the original tread and this should solve the only concern we have had.

Overall, they are very efficient units.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Darr", with a long horizontal flourish extending to the right.

Manager-Maintenance & Facilities





September 4, 2000

Mr. Kevin Ward  
Rampmaster Corporation  
140 Stewart-Huston Drive  
Coatesville, Pa. 19320

**San Jose Jet Center**

*The Gateway to Silicon Valley*

1250 Aviation Avenue  
San Jose, CA 95110  
P.O. Box 1807  
San Jose, CA 95109  
(408) 297-7552

Dear Kevin:

The San Jose Jet Center began commercial into-plane fueling operations in 1995. Before we began, we decided to buy the best aircraft fueling equipment available. Our decision to buy Rampmaster fuel trucks proved to be very wise. We have purchased a variety of Rampmasters including 7, 10 and 15 k's. The Jet Center Airline Service Division has grown to include a fleet of 13 Rampmasters. We plan to purchase additional trucks as our Airline and FBO operations expand.

The 7k trucks have proven to be very effective for our retail FBO operations and the quick turn type airlines such as Southwest Airlines. These trucks have very good maneuverability, can operate in tight gate areas and still have enough capacity to fuel several flights before reloading.

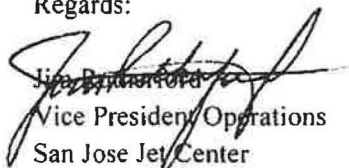
The 10k trucks have been the backbone of our Airline Service Division since we began. Most of the airlines we serve are fueled with 10 k Rampmasters. The size of this truck is relative to fueling needs of most airlines.

The 15k trucks have literally been our biggest surprise. We recently ordered our fourth 15k truck. These trucks have proven to be perfect for fueling wide-body aircraft, freighters, and long range narrow body aircraft. This truck has much more versatility than we expected.

The overall performance of Rampmaster has been exceptional. The reliability, service and support of your organization have also been first rate. We look forward to a long-term relationship as our operations at San Jose and other locations continue to expand.

Please relay our thanks to your entire staff for building great trucks and providing a level of customer service found only in first class organizations.

Regards:

  
Jim Davidson  
Vice President Operations  
San Jose Jet Center

August 1, 2000

Mr. Mike Wilkinson  
President  
General Transervice, Inc.  
140 Stewart-Huston Drive  
Coatesville, PA 19320

Dear Mr. Wilkinson,

I wanted to take a few minutes to express my satisfaction with AGI's fleet of 1999 Rampmaster refuelers procured for our Baltimore, Maryland and Ontario, California locations. I purposely waited to reserve judgment until now so these units could be objectively evaluated over at least a 12-month-operating period. Taking that approach gave us the opportunity to comprehensively evaluate all facets of Rampmaster's performance throughout 4 changing seasons experienced at BWI, as well as gauge their reliability in the high and low desert climate extremes encountered throughout our Southern California locations. I was also able to observe how responsive the General Transervice team would be when providing after-market support to AGI in managing the on-going maintenance and operational issues associated with operating tanker trucks. As you know, a product's value is a delicate combination of price and quality. As such, I base my satisfaction on the following criteria.

#### **Performance and Dependability**

By their nature, tanker trucks can be very cumbersome to a fueling operation. Not only do they present challenges associated with maneuverability, but tend to be more resource intensive both operationally and mechanically in comparison to hydrant trucks and tow-carts. You also have the tank capacity factor that must be properly managed or else the operation can suffer very unfavorable consequences.

**We have found the Rampmaster trucks very easy to operate, even amidst a ramp full of narrow-body aircraft. They are extremely efficient in the course of fueling, and equally important, very easy to service.** I am also very impressed with their dependability as our trucks typical transit to the reload rack is over 3 miles. Each of AGI's BWI trucks average 150,000 gallons, 16.8 hours of service, and nearly 45 miles per day during fueling and reloading cycles. Due to this use, we adhere to a stringent PM schedule and our trucks continue to "purr like kittens" while pumping their tails off. The visual sight gauges which indicate remaining tank volume in a truck, obviously are effective as we have not had a single instance where we ran out of fuel in the course of servicing an aircraft.

#### **Responsiveness**

I make it a point to ensure my customers know that AGI views our fueling relationships as merely an extension of the airlines' services. I expect my fueling service to be seamless with the rest of my customers operation and to do so; its essential AGI's suppliers view their relationship with AGI the same way. After all, the traveling public does not differentiate one ramp issue from the other. They just want an uneventful experience. Your team, specifically Mike Dougherty, Owen Watkins, and of course Kevin have been very supportive and responsive to AGI as we became familiar with the trucks operation. Mike drove down from Coatesville on countless occasions to repair components as well as providing invaluable hands-on training to our team of skilled technicians. On several occasions, I recall Owen delivering critical parts to us on a Saturday or over a long holiday weekend. He has also kept us out of a pinch by



always being available after normal business hours to help us out. After all, this is not the typical 9 to 5 business. For their past and continued professionalism and support, AGI is most grateful. But the real measure of a service partnership is when a supplier can actually identify and assist solving a customers' challenge by either financial or operating means. To that end, I am most grateful to Kevin Ward for if not for his intimate knowledge of our complex BWI operation, I'm not certain we would be as successful as we are.

#### **Value Added- 15,000 Gallon Tanker**

We had delivery problems providing on-time performance to our customers on a Consistent basis. From March 1999-January 2000, 48% of our BWI delays were encountered between 1600-1930 hours. We had problems. As we analyzed the fueling logistics during this time, we noticed the BWI-SFO and BWI-LAX flights respectively took one truck each, thereby leaving the remaining operation short both staffing and equipment resources. When I conveyed our challenges to Kevin, he suggested we try using a Rampmaster 15,000 gallon truck. We did, procuring unit #5034 in mid February. **The results are astounding**, as AGI has not incurred a single delay during this period since its deployment! Recognizing the positive impact it had on the afternoon peak, **we began seeing benefits when we began using it on the morning activity for the 737 quick-turn MetroJet operation.** Our 3rd shift as well reaped dividends since reloading after 10,000 gallons is no longer necessary and we could **service all 18 RON aircraft in one cycle.** While we were initially concerned over the trucks size, **it's overall dimensions are the same and posed no problem** neither did it's "expanded waistline" as we travel over various surface levels at BWI.

Overall results since deployment? AGI has achieved a 99.98% on-time percentage encompassing nearly 16,000 flights serviced. Not only is this one of AGI's best operating performances, but **our BWI tanker operation ranks among one of the best in the United States we feel due to the deployment of the 15,000 gallon unit.** Based on its success at BWI, we are considering procurement of several more that will enhance other AGI tanker operations.

In conclusion Mike, AGI is in the process of replacing some aging fueling assets at our various locations. As a result of our overall satisfaction with Rampmaster's product, service and support, I would like to explore the possibility of **an exclusive arrangement between AGI and General Transervice for all of our heavy tanker requirements.** Please contact me at (818) 409-7923 so we can discuss this further. Thank you again to you and your dedicated staff.

Sincerely,

  
Andrew K. Grant  
Director, Fueling Services

Cc; Mr. Frank Clark, President, Airport Group International



We confirm you that our refuelers shall be manufactured in full accordance with the following technical requirements:

**FAA, DOT 406, NFPA 407** Aircraft Fuel Servicing. SAE ARP 1247B  
General Requeriments for Aerospace Ground Equipment

**SAE ARP 1375** For Special Purpose Airline Ground Support Equipment

**SAE ARP 5818A** Aircraft Refueling Vehicles Design Performance Requirements

**ATA 103** Standards For Jet Fuel Quality Control At Airports

**API 1529 – 1581** Standards for Jet Fuel Quality Control at Airports – Aviation  
Fueling Hose

# RAMPMASTER

CHAMPION OF EXCELLENCE

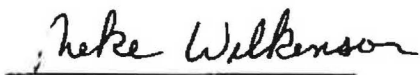
Rampmaster operates in a way unique to the manufacturing industry. Rampmaster personnel are first trained in entry level positions (e.g. parts distribution, saw) to orient them to the overall manufacturing process.

Capable people progress to the next level where they team with veteran assemblers and are taught to operate in a team environment.

Teams are compartmentalized according to specific functions: Pipe assembly, air/electric, welding, testing, and repair (older vehicles). Welders are certified.

Rampmasters are **MODULAR** and prime components; tanks, tank/trailer etc., are selected from the top North American vendors such as Freightliner, KME, Trans Tech, Remtec, Velcon, Liquid Controls, Hannay and Gammon to name a few.

Rampmaster Engineering develops the product and the sublet vendor confirms the design (see all above). Each step in the assembly process is guided by a specific engineering process sheet and when final assembly is completed, the unit is flow tested and certified complete. Each unit receives a final inspection by the company President and, if correct in all respects, is released for shipment.



Michael Wilkinson  
President

**Contract #LFV-1231**  
**Aviation Fuel Truck Lease**

Company Name	Rampmaster
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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,  
Purchasing Agent

Sworn to before me this 14<sup>th</sup> day of January 20 25  
  
Notary Public

JENNIFER A. MUNGER  
Notary Public, State of New York  
No. 01MU6246332  
Qualified in Schenectady County  
Commission Expires Aug. 08, 20 27





**AGENDA ITEM NO. 10.4**

**Purchase Order: Four (4) Light Towers**

**Vendor: Sunbelt Rentals, Inc.  
1651 US Route 9  
Clifton Park, NY 12065**

AGENDA ITEM NO: 10.4  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Finance*

**ACAA Approved**  
**02/10/2025**

***Contact Person:*** *Margaret Herrmann, Acting Chief Financial Officer*

**PURPOSE OF REQUEST:**

*Purchase Order: Four (4) Light Towers*

*Vendor: Sunbelt Rentals, Inc., 1651 US Route 9, Clifton Park, NY 12065*

**AMOUNT:** *\$12,599.00 Each*

*Total for Four Towers: \$50,396.00*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No      NA     

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

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

**JUSTIFICATION:**

*Authorization is requested to purchase four (4) portable light towers to be used in parking lots, construction areas, front of the Main Terminal, etc. Three price quotes were received for the requested generator powered units. NYS OGS Contract for these units is for rental and not direct purchase. These will replace older tower units that are no longer in service. Upon approval a purchase order will be issued to Sunbelt Rentals, Inc.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

*Quote summary of three proposals received.  
Sunbelt Rentals, Inc. sales quote.*

Quote Summary  
Four (4) Light Towers, 6KW

Vendor	Price Each Unit	Freight	Delivery	Set Up/Labor	Total
Admar Construction Equipment	\$ 16,118.40	\$ 4,500.00	\$ 40.00	\$ 420.00	\$ 69,433.60
Sunbelt Rentals	\$ 12,599.00	no charge	no charge	no charge	\$ 50,396.00
Nationwide Generators	\$ 12,900.00	no charge	no charge	no charge	\$ 51,600.00





PC#: 4025  
1651 US ROUTE 9  
CLIFTON PARK, NY 12065  
518-383-7368

Page 1 of 1

**SUNBELT RENTALS, INC.**

## SALES QUOTE



### Job Site:

ALBANY COUNTY AIRPORT AUTHORIT  
130 SICKER RD  
LATHAM, NY 12110 1571

C#: 518-242-2222 J#: 518-378-5948

### Customer: 969149

ALBANY COUNTY AIRPORT AUTHORIT  
737 ALBANY SHAKER RD  
ADMIN BUILDING, ROOM 204  
ALBANY, NY 12211

Invoice #... 164618808-0000

System date. 1/28/25

Quote date.. 1/28/25 2:50 PM

Job Loc..... 130 SICKER RD, LATHAM

Job No..... 1 - ALBANY COUNTY AI

P.O. #..... LIGHTS

Ordered By.. PASQUINI, CHRIS

NET 30

Qty	Item number	Unit	Price	Amount
4	MISC *DO NOT USE* INVALID ITEM/P EA MISC Generac MLT 6smds, 6kw mitsubishi diesel vertical mast, programmable controller		12599.000	50396.00
	DELIVERY CHARGE SHIP TO: ALBANY COUNTY AIRPORT AUTHORIT 130 SICKER RD LATHAM, NY 12110 1571			
Sub-total:				50396.00
Total:				50396.00

All amounts are in USD



\*\*\*\*\*

\*

**IF THE EQUIPMENT DOES NOT WORK  
PROPERLY, NOTIFY THE OFFICE AT ONCE**

**MULTIPLE SHIFTS OR  
OVERTIME RATES MAY APPLY**

**CUSTOMER IS RESPONSIBLE FOR  
REFUELING, DAMAGES AND REPAIRS**

1. The total charges are an estimate based on the estimated rental period and other information provided by Customer.
2. Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
3. Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
4. If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
5. Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
6. Customer has received, read, understands and agrees to the estimated charges and all the terms on this page, plus all sections on the reverse side of this Contract ("Sections"), including Release and Indemnification in Section 8 and Environmental Fee in Section 18, which can also be found at [www.sunbeltrentals.com/rentalcontract](http://www.sunbeltrentals.com/rentalcontract). \*Delivery/Pickup Surcharge fee explanation is available at [www.sunbeltrentals.com/surcharge](http://www.sunbeltrentals.com/surcharge).
7. Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actually retrieved by Sunbelt.
8. Customer waives its right to a jury trial in any dispute as set forth in Section 19.
9. At the election of Sunbelt or Customer, Customer agrees to submit every dispute to arbitration and waives any right to bring a class action as set forth in Section 20.

Customer is declining Rental Protection Plan (see reverse side for details) \_\_\_\_\_ (Customer Initials)

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

Name Printed \_\_\_\_\_

Delivered By \_\_\_\_\_

Date \_\_\_\_\_

\*\* [www.sunbeltrentals.com](http://www.sunbeltrentals.com) \*\*

EQPSALE (Rev 01/31)

## **AGENDA ITEM NO. 10.5**

**Concession Contract: Authorization to award  
Cash to Payment Card Concessions Contract to Ready  
Credit Corporation with the exact location and  
equipment specification approved by  
Chief Executive Officer**



AGENDA ITEM NO: 10.5  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
02/10/2025

**DEPARTMENT:** Concessions and Marketing

Contact Person: *Helen Chadderdon, Concessions & Marketing Manager  
Director, Airport Volunteer Ambassador Program*

**PURPOSE OF REQUEST:**

Concession Contract: *Authorization to award Cash to Payment Card Concessions Contract to Ready Credit Corporation with the exact location and equipment specification approved by Chief Executive Officer*

**BUDGET INFORMATION:**

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

**JUSTIFICATION:**

*Beginning in 2018, the Authority has determined Ready Credit Corporation is the concessionaire preferred by both Airlines and Airport and is effectively a sole source provider in Airports. Through past performance and sourcing the Authority received requests from Airlines to install a cash to payment card kiosk due to their inability to accept cash payment. The essential terms of the customer transaction are:*

- *Card is issued and activated with funds immediately available to spend*
- *Funds can be spent anywhere in the world that accepts Visa*
- *Card purchase fee is only \$6.00*
- *No transaction fees, no monthly fees – customer retains 100% of all funds*
- *Card load limit up to \$1,000*
- *Funds are protected if card is lost or stolen – with receipt*

*The Airport will receive 10% of the monthly gross card issuance fee.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:**

*See attached draft agreement.*

**SERVICES AGREEMENT  
BETWEEN THE  
ALBANY COUNTY AIRPORT AUTHORITY  
AND  
READY CREDIT CORPORATION  
FOR THE  
CASH TO PAYMENT CARD  
AT THE ALBANY INTERNATIONAL AIRPORT  
CONTRACT NO. SC-1232**

THIS AGREEMENT is made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the "Authority"), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Albany International Airport, 737 Albany Shaker Road, Main Terminal, 3<sup>rd</sup> Floor, Albany, NY, 12211 and Ready Credit Corporation, (the "Consultant"), having its office and principal place of business at 7100 Shady Oak Road, Eden Prairie, MN 55344.

**R E C I T A L S**

1. The County of Albany (the "County") is the owner of the Albany International Airport (the "Airport"), located in the Town of Colonie, County of Albany, State of New York.
2. The County and the Authority have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term expiring December 31, 2049, whereby the AUTHORITY has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.
3. The Consultant has heretofore submitted a proposal, dated October 23, 2024, for the project entitled Cash to Payment Card.
4. The Authority has negotiated a scope of work with the Consultant as described herein.
5. This Agreement had been duly authorized by the Albany County Airport Authority by resolution adopted on February 10, 2025.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

**ARTICLE I - SERVICES TO BE PERFORMED**

The Consultant shall perform the services hereinafter set forth under Article II, entitled "Scope of Work" during the period from execution of this Agreement until completion of the work, as described in Article XIV, hereof.

## **ARTICLE II - SCOPE OF WORK**

The Authority agrees to and hereby does retain and employ the service of the Consultant because of its ability and reputation, and the Consultant agrees to perform such service of said project being particularly described in the Scope of Work, attached as **SCHEDULE "A"** hereto, and made a part hereof.

## **ARTICLE III – TERM**

This contract is for a term commencing on **October 1, 2024 ending on September 30, 2027**. The Authority reserves the option to renew two (2) additional one (1) year terms.

## **ARTICLE IV – FEES**

### **PERCENTAGE FEES, PAYMENTS, AND ACCOUNTING**

#### **Percentage Fees**

Beginning with the Commencement Date and continuing throughout the Term of this Agreement, Ready Credit Corporation shall pay to the Airport a fee of ten (10%) of the monthly gross Card Issuance Fee receipts as defined in Definition of Gross Receipts below.

#### **Monthly Payments**

Payments shall be made within twenty (20) days after the end of the calendar month for which it was calculated. All remittances for Percentage Fee are to be in lawful money of the United States of America and shall be made payable to the Albany County Airport Authority and remitted to:

Albany County Airport Authority  
Finance Office  
737 Albany Shaker Road  
Albany, NY 12211  
sdickson@albanyairport.com

#### **Definition of Gross Receipts**

The term "Gross Receipts" as used herein shall mean the aggregate, actual amount of the Card Issuance Fee collected by Ready Credit Corporation for the issuance of a payment network branded prepaid debit card. There shall be allowed, when properly recorded and accounted for, as a reduction from Gross Receipts, unreimbursed and/or waived fees, e.g., unaccompanied minors, and support for combined card balances, sales taxes or excise taxes remitted to the taxing authorities.

#### **Accounting Records and Reports**

Within twenty (20) days after the close of each calendar month after the Commencement Date of this Agreement, Ready Credit Corporation shall submit to Airport, in a form and with detail satisfactory to the Airport, a statement of its Gross Receipts during the preceding month from its operations at the Airport upon which the Percentage Fee payments to Airport, as set forth in Percentage fees above, are computed, said statement to be signed by a responsible accounting officer of Ready Credit Corporation, along with any payment of Percentage Fees due. The monthly report shall include a statement of Gross Receipts and revenue to Airport for all Kiosks operating under this Agreement.



Ready Credit Corporation shall keep full and accurate books and records for a period of three years showing all of its Gross Receipts pertaining to operations at the Airport, and Airport shall have the right, through its representatives, and at reasonable times, to inspect such books and records, including sales tax return records.

#### **ARTICLE V - AVAILABLE DATA**

All technical or other data relative to the work in the possession of the Authority or in possession of the Consultant shall be made available to either party without expense.

#### **ARTICLE VI - COOPERATION**

The Consultant shall cooperate with representatives, agents and employees of the Authority and the Authority shall cooperate with the Consultant to the end that work may proceed expeditiously and economically.

#### **ARTICLE VII- EXTRA WORK**

If the Consultant is of the opinion that any work the Consultant has been directed to perform is beyond the scope of this Agreement and constitutes Extra Work, the Consultant shall promptly notify the Authority in writing of the fact. The Authority shall be the sole judge as to whether or not such work is in fact beyond the scope of this Agreement and whether or not it constitutes Extra Work. In the event that the Authority determines in writing that such work does constitute Extra Work, it shall provide extra compensation to the Consultant on a negotiated basis.

#### **ARTICLE VIII - ACCOUNTING RECORDS**

Proper and full accounting records shall be maintained by the Consultant, which records shall clearly identify the costs of the work performed under this Agreement. Such records shall be subject to periodic and final audit by the Authority upon request. Such records shall be accessible to the Authority for a period of six (6) years following the date of final payment by the Authority to the Consultant for the performance of the work contemplated herein.

#### **ARTICLE IX - ASSIGNMENTS**

The Consultant specifically agrees as required by Section 109 of the New York General Municipal Law that the Consultant is prohibited from assigning, transferring, conveying, sub-contracting, or otherwise disposing of this Agreement, or of Consultant's right, title or interest therein without the previous consent, in writing, of the Authority.

#### **ARTICLE X - OWNERSHIP OF MATERIALS**

All rights, titles and ownership in and to all materials prepared under the provision of this Agreement shall be in the Authority including the right of republication.

#### **ARTICLE XI - INDEPENDENT CONTRACTOR**

The Consultant, in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be an agent, employee, or otherwise of the Authority by reason hereof, and that it will not, by reason hereof, make for itself, its representatives, or employees, any claim, demand or application to or for any right or privilege applicable to an agent, employee, or otherwise of the Authority, including, but not limited to Workman's Compensation coverage, Unemployment Insurance benefits, Social Security coverage, or

Retirement membership or credit.

## **ARTICLE XII - INDEMNIFICATION**

The Consultant shall indemnify and save harmless the Authority, its employees and agents, including the County of Albany, the Federal Aviation Administration, the State of New York and Avports ALB, LLC, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent act or omission or intentional act of the Consultant, to the extent of their responsibility for such claims, damages, losses and expenses and to the fullest extent as possible by law.

## **ARTICLE XIII - INSURANCE**

The CONSULTANT shall procure and maintain at its own expense and without direct expense to the AUTHORITY until final acceptance by the AUTHORITY of the services covered by this Agreement, insurance policies of the kinds and the amounts hereafter provided, issued by insurance companies **licensed** by New York State and having an **A.M. Best rating of "A" or better**, covering all operations under this Agreement, whether performed by the CONSULTANT or by sub-contractors. Before commencing the work, the CONSULTANT shall furnish the AUTHORITY a certificate or certificates, in a form satisfactory to the AUTHORITY, showing that it has complied with these requirements, which certificate or certificates shall provide that the policies shall be automatically renewed and not be materially changed or canceled until thirty (30) days' written notice has been mailed to the AUTHORITY. Certificates which contain a provision or reservation in the cancellation clause that the issuing company will "endeavor to" mail thirty (30) days' notice to the certificate holder, "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives," or similar conditional notice of cancellation provisions, will not be accepted by the AUTHORITY.

- (a) The kinds and amounts of insurance required are as follows: (CONSULTANT'S sub-contractors and subconsultants shall procure and maintain the same insurance as applicable.)

1. **Workers' Compensation and Employers Liability Insurance:** A policy or policies providing protection for Employees of the CONSULTANT or subcontractor in the event of job-related injuries as required by law.

Coverage A:	Statutory		
Coverage B:	Bodily Injury by Accident	\$1,000,000	each accident
	Bodily Injury by Disease	\$1,000,000	policy limit
	Bodily Injury by Disease	\$1,000,000	each employee

2. **Automobile Liability Policies** including coverage for any owned automobile(s), hired automobile(s) and non-owned automobile(s), shall be furnished with limits of not less than:

Liability For Bodily Injury & Property Damage	
Combined Single Limit	\$5,000,000

3. **General Liability Insurance:** Commercial General Liability (Occurrence Form) including contractual, personal injury, premises/products and completed operations liability, explosion, collapse and underground and broad form property damage and shall cover all operations and shall be furnished with limits of not less than:

Liability For Bodily Injury & Property Damage  
Combined Single Limit

\$5,000,000

The general liability insurance required must include contractual liability insurance applicable to CONSULTANT'S obligations under this Agreement. Provide a list of all endorsed exclusions, if any. CONSULTANT shall maintain products/completed operations coverage for the duration of this Agreement and for a minimum of three years after completion of all services covered by this Agreement

The above specified limits may be met through either primary or excess coverage policies, provided that any excess coverage is written on a following form basis and it is at least as broad as the underlying policies and that any deductible or retention amount does not exceed \$25,000 or 10% (in total), whichever is less, of the required liability limits. The AUTHORITY may accept policies with coverage, exclusions or liability limits different than those specified above when such policies, in the sole judgment of the AUTHORITY, will provide satisfactory protection to the AUTHORITY.

The policies specified above, Workers' Compensation and Disability Benefits, shall be endorsed to include the **ALBANY COUNTY AIRPORT AUTHORITY AND ITS AGENTS, AVPORTS ALB, LLC THE COUNTY OF ALBANY, THE FEDERAL AVIATION ADMINISTRATION, and THE STATE OF NEW YORK**, and any other substituted or additional agents the AUTHORITY may hire, as additional insureds, as respects services performed by the CONSULTANT and all policies shall include a provision restricting the right of the insurer to cancel or materially change such coverage except upon thirty days' written notice to AUTHORITY. Certificates evidencing the coverage of the additional insureds a copy of the General Liability declarations page and a copy of the policy endorsement that adds the requested entities as Additional Insureds, or that section of the General Liability policy that provides for automatic coverage for Additional Insureds when it is required under the terms of a written contract shall be delivered to AUTHORITY prior to performing any services under this Agreement.

- (b) The policy or policies covering the obligations of the CONSULTANT, set forth in subparagraph (a)(1) above, shall be in accordance with the provisions of any applicable Workers' Compensation or Disability Benefits Law, including for the State of New York, Chapter 41, Laws of 1914, as amended, known as the Workers' Compensation Law, and amendments thereto, and Chapter 600 of the Laws of 1949, as amended, known as the Disability Benefits Law. This Agreement shall be void and of no effect unless the CONSULTANT procures such policy or policies and maintains the same in force during the term of this Agreement.
- (c) If AUTHORITY has any objection to the coverage afforded by or other provisions of the insurance required to be purchased and maintained by CONSULTANT in accordance with paragraph (a) on the basis of its not complying with this Agreement, the AUTHORITY will notify CONSULTANT in writing thereof within thirty (30) days of the date of delivery of such certificates to the AUTHORITY. CONSULTANT will provide such additional information in respect of insurance provided by CONSULTANT as the AUTHORITY may reasonably request. Failure of AUTHORITY to give any such notice of objection within the time provided shall constitute acceptance of such insurance as carried by the CONSULTANT as complying with this Agreement.



#### **ARTICLE XIV - TERMINATION OF CONTRACT**

The Parties agree that the service set forth under Article II - "Scope of Work" of this Agreement shall commence upon execution of the Agreement and will continue in effect until completed.

The Authority shall have the right at any time to terminate this Agreement without cause, provided that thirty (30) days' written notice of such termination is given in advance by the party terminating the contract. In the event this Agreement is terminated, the Consultant shall be entitled to full compensation, as allowed for herein, for all work previously authorized and performed pursuant to this Agreement. This Agreement can be terminated on twenty four (24) hours written notice or termination for cause and compensation to Consultant will be on quantum merit less any back charges or damages sustained or to be sustained by the Authority.

##### **Suspension or Termination of Performance**

(A) Authority may at any time, and for any reason, direct architect to stop consultant's services under this agreement for a period of time. This direction must be in writing and must specify the period during which the services are to be stopped. Consultant shall resume services on the date specified in the direction, or on any other date owner subsequently specifies in writing. The period during which services are stopped is deemed to be added to the time fixed for performance. Stoppage of services under this Section shall not give rise to any claim against owner.

(B) In the event that:

- (a) For any reason or through any cause, consultant fails to complete performance within the time fixed for performance under this agreement;
- (b) Grounds for cancellation of the agreement under this section arise;
- (c) Consultant otherwise defaults under this agreement;
- (d) Authority gives consultant written notice that in its opinion, the conduct of consultant is such that the interests of owner are likely to be impaired or prejudiced, stating the facts on which the opinion is based; then authority may, on written notice to consultant, immediately terminate this agreement for cause.

(C) Nothing in this Section is to be construed to relieve consultant from any liability and/or damages sustained by authority as a result of any breach by consultant of this agreement, and payment by authority to consultant of any monies pursuant to this section does not bar owner from any and all remedies it may otherwise have against consultant for any failure of consultant to perform its services in accordance with this agreement.

(D) Authority is not required to pay consultant under this section until consultant has satisfactorily completed the services required to be performed to the agreed point of suspension or termination.

(E) Payment by owner to consultant of any monies pursuant to this Section does not bar owner from any and all remedies it may otherwise have against consultant for any failure of consultant to perform its services in accordance with this agreement.

#### **ARTICLE XV - DELIVERY OF RECORDS**

In the event of the termination of this Agreement, as provided in ARTICLE XIV, hereof, all data and records pertaining to the Agreement shall be delivered within twenty (20) days to the Authority or its duly authorized representative. In case of failure of the Consultant to make such delivery on demand, then and in that event, the Consultant shall be liable to the Authority for any damages it may sustain by reason

thereof.

#### **ARTICLE XVI - DISSOLUTION**

In the event of dissolution of the Consultant during the existence of this Agreement, the Consultant shall give thirty (30) days' notice in writing to the Authority in advance of such dissolution.

#### **ARTICLE XVII - LICENSES**

The Consultant shall at all times obtain and maintain all licenses required by New York State to perform the services required under this Agreement.

#### **ARTICLE XVIII - NON-DISCRIMINATION REQUIREMENT**

In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal Statutory and constitutional non-discrimination provisions, the Consultant agrees that it shall not, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement.

#### **ARTICLE XIX - NON-APPROPRIATIONS CLAUSE**

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the Authority for payment, the Authority will immediately notify the Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Authority of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

#### **ARTICLE XX - APPLICABLE LAW**

This Agreement shall be construed for all purposes under the laws of the State of New York. Any litigation pursuant to this Agreement shall be in the Supreme Court of the State of New York in the County of Albany.

#### **ARTICLE XXI - STATE AND FEDERAL CONTRACT PROVISIONS**

Contractor shall comply with those New York State and Federal Requirements set forth in Appendices A and B, attached hereto and made a part hereof.

Federal laws and regulations prescribe that certain provisions be included in certain contracts. The provisions set forth in Appendix B are attached hereto and made a part hereof.

#### **ARTICLE XXII - NOTICE**

All notices and documents required to be given or made by the Consultant pursuant to this Agreement shall be given or made to:

Albany County Airport Authority  
Chief Executive Officer  
Albany International Airport  
737 Albany Shaker Road

Main Terminal, 3<sup>rd</sup> Floor  
Albany, NY 12211

All notices and documents to be given or made by the Authority pursuant to this Agreement shall be given or made to:

Ready Credit Corporation  
7100 Shady Oak Road  
Eden Prairie, MN 55344

#### **ARTICLE XXIII - INVALID PROVISIONS**

It is further expressly understood and agreed by and between the parties hereto that in the event any covenant, condition or provision herein contained is held to be invalid by any court or competent jurisdiction, the invalidity of such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such covenant, condition or provision does not materially prejudice either Authority or Consultant in their respective rights and obligations contained in the valid covenants, conditions or provisions in this Agreement.



IN WITNESS WHEREOF, this Agreement has been executed by the Authority, acting by and through the Chairman of the Authority, and the Consultant, by and through a duly authorized officer has executed this Agreement effective the day and year first above written. The Authority and Consultant agree to delivery by facsimile or by electronic transmission in portable document format (PDF) of an executed original of this Agreement is as effective as delivery of an originally executed Agreement.

ALBANY COUNTY AIRPORT AUTHORITY

BY: \_\_\_\_\_

Samuel A. Fresina

Chairman

Or

Peter F. Stuto, Esq.

Chief Executive Officer

READY CREDIT CORPORATION

BY: \_\_\_\_\_

STATE OF NEW YORK        )  
                                  ) ss.:  
COUNTY OF ALBANY        )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared SAMUEL A. FRESINA, to me known, to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chairman of the Albany County Airport Authority, the public benefit corporation described in, and which executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on \_\_\_\_\_; and that he signed his name thereto by like authorization.

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

STATE OF NEW YORK        )  
                                  ) ss.:  
COUNTY OF ALBANY        )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared PETER F. STUTO, ESQ., to me known, to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chief Executive Officer of the Albany County Airport Authority, the public benefit corporation described in, and which executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on \_\_\_\_\_; and that he signed his name thereto by like authorization.

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

---

STATE OF                        )  
                                  ) ss:  
COUNTY OF                    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally came \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he/she resides in \_\_\_\_\_ County, that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the LLC described in, and which executed the within instrument; and that he/she signed his/her name thereto by order of the LLC.

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

STATE OF )  
 ) ss.:  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say that he/she resides in \_\_\_\_\_ County, that he/she is the of \_\_\_\_\_, the corporation described in, and which executed the within instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was affixed by order to the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order.

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

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF ALBANY )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known, who, being duly sworn, did depose and say that he resides in \_\_\_\_\_ County, that he is a \_\_\_\_\_ of \_\_\_\_\_ the partnership described in, and which executed the within instrument.

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



## **SCHEDULE "A"**

### **SCOPE OF WORK**

#### **A. Installation of Equipment**

RCC shall, at its sole cost, provide and maintain a first-class operation hereunder, and shall provide Kiosks necessary to support the Cash To Card Program. All equipment and furnishings, installed by RCC, its agents or contractors, shall conform in all respects to applicable statutes, ordinances, building codes, and rules and regulations and shall require written approval of the Chief Executive Officer prior to installation. The approval given by the Chief Executive Officer shall not constitute a representation or warranty as to such conformity; responsibility therefore shall at all times remain in RCC.

- 1) RCC shall provide turnkey support for the Kiosks and Cash To Card Program including but not limited to: hardware maintenance, software maintenance, repairs, monitoring, reporting, fraud and loss management.
- 2) RCC shall provide Airport patrons with high quality Kiosks and Cash To Card services. Equipment and services shall comply in all respects with all applicable federal, state, and local statutes, codes, ordinances, laws, rules, and regulations. The failure on the part of the RCC to promptly correct any deficiencies in such compliance, upon written notice from Airport, shall give Airport the right to terminate this Agreement upon thirty (30) days written notice of termination.
- 3) RCC shall, at its own expense, identify, provide, and maintain in force any and all licenses and permits required for the lawful operation of the Cash To Card Program concession.
- 4) RCC may alter the types of Kiosks specified in its proposal with prior written notification to the Chief Executive Officer.
- 5) RCC shall not dispense any items to airport patrons, whether for profit or on a promotional basis, without the prior written approval of the Chief Executive Officer.
- 6) Kiosks shall be placed only at those locations that have been approved by the Chief Executive Officer. Relocation of Kiosks to accommodate construction within the Airport, or to enhance operational efficiency of passenger traffic flow, shall be completed on behalf of RCC by the Airport or Airline Carrier following RCC's approval within fourteen (14) calendar days of receipt of written notice to relocate and/or remove certain units.
- 7) Additional locations selected throughout the term of the Agreement shall be added at no cost or change in commission payment to the Airport. Such additions shall be treated in the same manner as all previous installations regarding maintenance, service, reporting, and payments.
- 8) RCC shall have the right to *remove* any kiosk that is not able to generate the required 10 card issuance transactions per day without default or liability to the

Airport. Written notice would be provided by RCC to Airport no less than 60 days in advance of RCC's removal of any kiosk.

- 9) All cellular equipment and service will be provided by RCC at no cost to the Airport.
- 10) All loss or damage to the Kiosk(s) resulting from any cause whatsoever shall be borne and sustained by RCC and shall be solely at its risk until termination of the Agreement.

**B. Equipment Standards**

- 1) All equipment, including materials, parts, and hardware shall be new or "newly refurbished" and shall be a current model and of current technology. If and when such items are replaced, respective items shall also be new or "newly refurbished" current models.
- 2) RCC shall provide a contact, phone number, or other method for the traveling public to voice concerns, and a dedicated 24/7/365 live agent support hotline for airlines and the Airport.
- 3) The Kiosk(s) will not be affixed to the floor and shall always be located proximate of airline ticket counters with proximity approved by RCC and Chief Executive Officer.

**C. Maintenance and Custodial**

- 1) RCC shall respond to any non-functioning Kiosk(s) within the SLA requirements established with contracted airline carriers. Cosmetic deficiencies shall be repaired as soon as possible from notification. Kiosks, which have become non-operational, shall be repaired or replaced with new or "newly refurbished" identical models.
- 2) RCC is to provide and maintain current contact information for those to be notified regarding service problems.
- 3) RCC shall provide custodial services sufficient to keep the equipment in a safe, clean, orderly, and inviting condition at all times.
- 4) RCC will train participating airlines and appropriate Airport staff on how to use the Kiosks and provide troubleshooting "tools" to address any issues that may arise.

**D. Title**

All improvements made to the Designated Areas and all fixtures, furniture and equipment installed by RCC shall be and remain the property of RCC, except that title to any improvements made by RCC within the Designated Areas and which are of such nature as cannot be removed without substantial damage to the Designated Areas shall vest in Airport without compensation to RCC upon the termination of this Agreement.

**E. Replacement or Removal of Improvements**

RCC shall not replace or remove, in whole or in part, any elements of the improvements in the Designated Areas without the prior written consent of the

Chief Executive Officer, who may, at his/her discretion, condition such consent upon the obligation of RCC to replace the same by an improvement specified in such consent.

**F. Taxes, Permits, Licenses**

RCC shall bear, at its own expense, all tax, permit and license costs of operating the kiosk, including any and all taxes assessed against its furnishings, equipment, or stocks of merchandise and supplies, and shall obtain and pay for all permits, licenses, or other authorizations required by authority of law in connection with the operation of its business at the Airport.

**G. Compliance With Laws, Regulations, Ordinances, Rules**

RCC shall at all times comply with applicable Federal, State, and local laws and regulations, all applicable health rules and regulations, all applicable ordinances of the County of Albany and the Albany County Airport Authority, and the rules and regulations governing the operation, use, and control of the Airport.

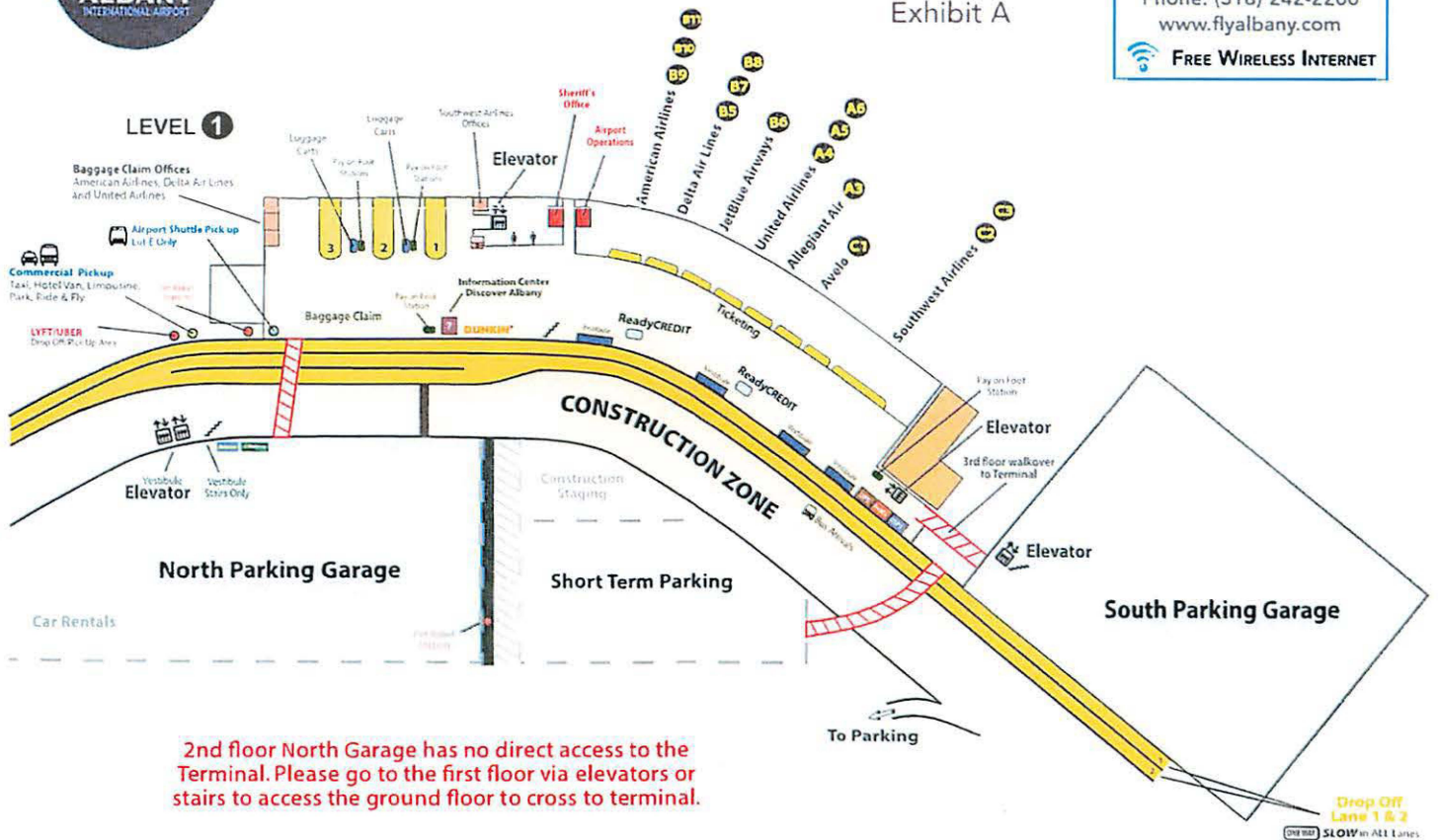




## ALBANY INTERNATIONAL AIRPORT TERMINAL MAP - LEVEL 1 NO CURBSIDE PARKING

Exhibit A

Phone: (518) 242-2200  
www.flyalbany.com  
**FREE WIRELESS INTERNET**



### Additional Services

Luggage Carts ..... Baggage Claim  
Family Restroom ..... Concourse A  
Hearing Impaired Telephones (TTY) ..... Throughout Terminal

Mothers' Nursing Station & Interfaith Prayer Room ..... Business Center/Community Room  
Water Bottle Filling Stations ..... Concourse A, B5 & C1 next to Restrooms  
Wheelchairs ..... Level 1 Ticketing

**SCHEDULE "B"**

**INSURANCE CERTIFICATE(S)**

## **AGENDA ITEM NO. 10.6**

**Professional Service Contract: 3-Year Contract  
Extension: Amendment No. 8 to Professional Services  
Contract No. S371: Passenger Information Services  
with the Albany County Convention & Visitors Bureau  
d/b/a Discover Albany**



AGENDA ITEM NO: 10.6  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

Contact Person: *Peter F. Stuto, Chief Executive Officer*  
*Christine C. Quinn, Authority Counsel*

**ACAA Approved**  
**02/10/2025**

**PURPOSE OF REQUEST:**

Professional Service Contract: *3-Year Contract Extension: Amendment No. 8 to Professional Services Contract No. S371: Passenger Information Services with the Albany County Convention & Visitors Bureau d/b/a Discover Albany*

**CONTRACT AMOUNT:**

Base Amount: \$141,533.69/yr

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes J No NA

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

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

**JUSTIFICATION:**

*Authorization is requested for a three-year extension of the current contract with the Albany County Convention and Visitors Bureau, Inc. (ACCVB) for the continued operation of the Airport's Information Desk. The extended term will be for calendar years 2025-2027. The ACCVB provides service to travelers requesting travel and Airport information. The fee to the ACCVB for year 2025 shall be \$141,533.69. It will be increased each year by an amount not to exceed 2% to be mutually agreed.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:** *Please refer to the attached.*

- 1. January 16, 2025 Proposal from Jill Delaney, President/CEO of Albany County Convention & Visitors Bureau*
- 2. Amendment No. 8 (Draft)*

**AMENDMENT NO. 8 TO  
CONTRACT NO. S-371**

**AT THE ALBANY COUNTY AIRPORT**

THIS AMENDMENT is made and entered into effective the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the "AUTHORITY"), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Albany International Airport, 737 Albany Shaker Road, Main Terminal, 3<sup>rd</sup> Floor, Albany, New York, 12211 and **ALBANY COUNTY CONVENTION AND VISITORS BUREAU, INC.**, a New York corporation having its office and principal place of business at 25 Quackenbush Square, Albany, New York 12207.

**RECITALS**

1. The County of Albany (the "County") is the owner of the Albany International Airport (the "Airport"), located in the Town of Colonie, County of Albany, State of New York.

2. The County and the AUTHORITY have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term expiring December 31, 2049, whereby the AUTHORITY has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.

3. The AUTHORITY and the CONSULTANT entered into an Amended and Restated Professional Service Agreement (the "AGREEMENT"), dated January 10, 2006, which has been amended from time to time, for professional services at the Albany International Airport.

4. This AMENDMENT No. 8 to the AGREEMENT has been duly authorized by the AUTHORITY by resolution adopted February 10, 2025.

NOW THEREFORE, In consideration of the mutual covenants contained herein, the parties agree as follows:

- A. Article I, of the AGREEMENT, entitled SERVICES TO BE PERFORMED-TERM is amended as follows: the term of the AGREEMENT will be extended for three (3) years to include calendar years 2025, 2026, and 2027 (through December 31, 2027).
- B. Article III, of the AGREEMENT, entitled FEES is amended as follows:

Article III is amended to increase the amount the Authority agrees to pay and the Consultant agrees to accept as full compensation the annual (and monthly) fees set forth in Schedule "A" and below:

Calendar Year	Annual Compensation	Monthly Compensation
2025	\$414,533.69	\$11,794.47
2026	not to exceed 2% increase to be mutually determined	
2027	not to exceed 2% increase to be mutually determined	

- C. SCHEDULE "A" entitled SCOPE OF WORK and SCHEDULE OF FEES is amended to include the correspondence, Proposal and Budget from the Consultant dated January 16, 2025, attached hereto.
- D. Except as specifically amended herein, the terms and conditions of the AGREEMENT remain unchanged.

**ALBANY COUNTY AIRPORT AUTHORITY**

BY: \_\_\_\_\_  
Samuel A. Fresina, Chairman  
Or,  
Peter F. Stuto, Esq., Chief Executive Officer

**ALBANY COUNTY CONVENTION AND  
VISITORS BUREAU, INC.**

BY: \_\_\_\_\_  
Jill Delaney, President/CEO



STATE OF NEW YORK     )  
  )ss.:  
COUNTY OF ALBANY     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared **Samuel A. Fresina**, to me known to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chairman of the Albany County Airport Authority, the public benefit corporation described in, and which executed, the foregoing instrument; that he executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on **February 10, 2025**; and that he signed; and that he signed his name thereto by like authorization.

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

STATE OF NEW YORK     )  
  )ss.:  
COUNTY OF ALBANY     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared **Peter F. Stuto, Esq.**, to me known to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chief Executive Officer of the Albany County Airport Authority, the public benefit corporation described in, and which executed, the foregoing instrument; that he executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on **February 10, 2025**; and that he signed; and that he signed his name thereto by like authorization.

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

STATE OF )  
 )ss.:  
COUNTY OF )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came **JILL DELANEY**, to me personally known, who, being duly sworn, did depose and say that she is the Chief Executive Officer/President of the Albany County Convention and Visitors Bureau, Inc., the corporation described in, and which executed the above instrument; that she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was affixed by order of the Board of Directors of said corporation; and that she signed his name thereto by like order.

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

# **Schedule “A”**

## **Scope of Services and Schedule of Fees**





## PROPOSAL FOR PROFESSIONAL SERVICES

### ALBANY INTERNATIONAL AIRPORT INFORMATION CENTER 2025 – 2027

#### Staffing – Proposed New Hours

- Staffed by 20 part-time employees
- **Hours of Operation:**  
7:00 am – 8:00 pm Monday – Friday  
7:00 am – 7:00 pm Saturday – Sunday
- **Shifts are as follows:**  
Monday – Friday 7:00am-1:00pm/ 10:00am-5:00pm/ 1:00pm-8:00pm  
Saturday – Sunday 7:00am-1:00pm/ 12:00pm-7:00pm
- **Holiday Hours:**  
Thanksgiving, Christmas Eve, Christmas, New Years Eve – 7:00am-5:00pm
- Customer inquiries 2024: 70,755 (*up from an average of 54,000 the three prior years – notably a combination of the increase in air travel and the relocation of the information desk to a more well-traveled area*).

#### Travel/ Tourism Assistance

- Distribution of regional travel information
- Staffed tourist information center
- Bus ticketing services

#### Communications

- Main resource for airport, flights, ground transportation and tourist information as well as paging services

#### Maintenance

- Routine maintenance of the desk and the equipment will remain the responsibility of the Airport Authority.
- We recommend that appropriate operations staff inspect the condition of the information center at least twice per year.
- We request that the Airport Authority remain committed to updating the Information Center sign on the wall behind the desk, in conjunction with the airport renovations, with one that includes the Discover Albany logo and the words Visitor Services, to better reflect all the services offered.

#### Contract Terms

- 3-year contract 2025-27.

- An increase not to exceed 2% to the Annual Budget will be added each subsequent year. This percentage will be mutually negotiated annually. Discover Albany derives additional income through bus ticket commission.

### **Budget 2025**

Total hours worked per week: 126

		<b>2025</b>	
Staff Regular Hours	105	\$ 15.80	\$ 1,659.00
Manager Reg Hours	21	\$ 28.86	\$ 606.06
Estimated Weekly Payroll			\$ 2,265.06
Benefits @ 10%			\$ 226.51
Subtotal			\$ 2,491.57
<i>Estimated Yearly Subtotal (52 weeks)</i>			\$ 129,561.43
Yearly Staff Holiday Hours	119	\$ 15.80	\$ 1,880.20
Yearly Manager Holiday Hours	21	\$ 28.86	\$ 606.06
Operations/Admin/Professional Fees			\$ 9,486.00
<b>Total Annual Budget</b>			<b>\$ 141,533.69</b>

## **AGENDA ITEM NO. 10.7**

**Authorization for an Amendment No. 2 to the  
Airport Management Services Agreement between the  
Albany County Airport Authority and Avports ALB,  
LLC Contract No. 22-1120-AM**



AGENDA ITEM NO: 10.7

MEETING DATE: February 10, 2025

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**DEPARTMENT:**      *Administration/Legal Department*

**ACAA Approved  
02/10/2025**

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

**PURPOSE OF REQUEST:**

*Authorization for an Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and Avports ALB, LLC Contract No. 22-1120-AM*

**CONTRACT AMOUNT:**

**Base Amount:**      N/A

**BUDGET INFORMATION:**

**Anticipated in Current Budget:** Yes\_\_\_ No\_\_\_ NA ✓  
**Funding Account No.:**

**AWARD CONDITIONS MET:**

**Apprenticeship** N/A      **DBE** N/A      **MWBE** N/A

**Service Disabled Veteran Owned Business (SDVOB)** N/A

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

**Federal** \_\_\_\_\_ **State** \_\_\_\_\_ **Airport** \_\_\_\_\_ **NA** ✓  
**Funding Source:** Airport Operating Budget

**JUSTIFICATION:**

*Amendment No. 1, approved at a meeting of the Board on October 15, 2024, provided that the end of the Initial Term would be extended from December 31, 2024 to September 30, 2025. It further provided that the parties were to negotiate, in good faith, the continuing terms of the agreement to include, among other things, a Performance Management Framework.*

*Authorization is requested for Amendment No. 2 to the Airport Management Services Agreement between the Albany County Airport Authority and AvPorts ALB LLC. The requested Amendment No. 2 will allow modifications which include an extension of the renewal term, termination for convenience, termination assistance, Performance Management Framework and enhanced communication related to staffing and operations at the Airport. Schedule B - Fee Schedule shall be amended to reflect a fixed annual increase to the base management fee of 3% and removing an adjustment based on CPI.*

AGENDA ITEM NO: 10.7

MEETING DATE: February 10, 2025

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

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

**BACK-UP MATERIAL:**

*Amendment No. 2 of Airport Management Services Agreement Contract No. 22-1120-AM*

## SECOND AMENDMENT

TO

### AIRPORT MANAGEMENT SERVICES AGREEMENT

THIS SECOND AMENDMENT TO AIRPORT MANAGEMENT SERVICES AGREEMENT ("SECOND AMENDMENT") is entered into by and between the ALBANY COUNTY AIRPORT AUTHORITY (the "AUTHORITY"), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Albany International Airport, 737 Albany Shaker Road, Main Terminal, 3rd Floor, Albany, NY, 12211, and AVPORTS ALB LLC (the "CONTRACTOR"), a Delaware limited liability company having its office and principal place of business at 45025 Aviation Drive, Suite 100, Dulles, VA 20166-7524, this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

#### WITNESSETH:

WHEREAS, the AUTHORITY is a body corporate and politic constituting a public benefit corporation, created and existing under Title 32 of Article 8 of the Public Authorities Law of the State of New York;

WHEREAS, the CONTRACTOR is a corporation organized and existing under the laws of the State of Delaware;

WHEREAS, the AUTHORITY and the CONTRACTOR entered into that certain AIRPORT MANAGEMENT AGREEMENT dated as of January 1, 2023 as amended by the AMENDMENT TO THE AIRPORT MANAGEMENT SERVICES AGREEMENT dated October 16, 2024 ("FIRST AMENDMENT") (collectively, the "AGREEMENT");

WHEREAS, the parties desire to amend the AGREEMENT as specified herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, AUTHORITY and CONTRACTOR do hereby mutually undertake, promise and agree, each for itself and its successors and assigns as follows:

1. *Defined Terms* – Except as otherwise defined herein, capitalized terms herein will have the meaning ascribed thereto in the AGREEMENT.
2. *Extension of Term* – Notwithstanding ARTICLE I of the AGREEMENT, the Initial Term is extended to September 30, 2035. The Net Due for Period for each year of the Initial Term will be as specified in Schedule B1 – Fee Schedule to the FIRST AMENDMENT.
3. *Right to Extend Term* – ARTICLE XIV of the AGREEMENT is amended and restated as follows:

Not less than one hundred and eighty (180) days prior to the end of the Initial Term or an EXTENSION TERM (as defined herein), at its option and upon written notice, the AUTHORITY may extend the term of the AGREEMENT (each such extension an "EXTENSION TERM") on the same terms and conditions that applied as of such date unless CONTRACTOR notifies the AUTHORITY of its decision not to allow such extension not less than three hundred and sixty-five (365) days prior to the end of the then-current INITIAL TERM or EXTENSION TERM. The Net



Due for Period for each year of each EXTENSION TERM will be the Net Due for Period for the prior year period (October 1 to September 30) CPI Adjusted as specified in Schedule B1 – Fee Schedule to the FIRST AMENDMENT.

4. *Termination for Convenience* – The AUTHORITY, shall have the right to terminate the AGREEMENT at any time upon one hundred and eighty (180) days' notice to the CONTRACTOR, provided that before exercising that right, the AUTHORITY will engage in good faith consultations with the CONTRACTOR concerning its anticipated exercise of that right and allow an opportunity to address the reason therefor and the CONTRACTOR shall have the right to consult with the board of directors of the Albany County Airport Authority ("BOARD") and the AUTHORITY'S Chief Executive Officer at a scheduled meeting of the BOARD and pursuant to New York State Public Officers Law §105.
5. *Termination Assistance* – The CONTRACTOR and the AUTHORITY agree to promptly and in good faith to develop and implement a transition plan if the AGREEMENT will expire without being extended or is terminated.
6. *Performance Management Framework ("PMF")* – The CONTRACTOR will record sufficient information to track the KPIs specified in the PMF specified in SCHEDULE C. Commencing for the fourth month after the execution of this SECOND AMENDMENT, the CONTRACTOR will report on its performance under the PMF and Airport operations to the BOARD and AUTHORITY'S Chief Executive Officer within thirty (30) days of the end of each month for the prior month (except for those KPIs measured on a quarterly basis that will be reported with 30 days of the end of each quarter). Commencing in the fourth month after the execution of this SECOND AMENDMENT, on a quarterly basis, the CONTRACTOR'S General Manager at the Airport will meet with the BOARD and AUTHORITY'S Chief Executive Officer to discuss the CONTRACTOR'S performance, including under the PMF, and Airport operations. The CONTRACTOR will also meet with the AUTHORITY'S Chief Executive Officer as they may request and coordinate from time to time. CONTRACTOR acknowledges that KPI's shall be subject to modification based on the needs of the AUTHORITY.
7. *Approval of General Manager and Deputy General Manager* – The CONTRACTOR shall obtain the prior written approval of the AUTHORITY with respect to its employment and/or assignment at the Airport of the CONTRACTOR'S new or replacement of the Airport Manager and Assistant Airport Manager (each a "Manager") (but, for the avoidance of doubt, not a Manager assigned on an interim or acting basis, including while a new or replacement Manager is being pursued). It is acknowledged that this approval is deemed granted with respect to the CONTRACTOR'S existing Managers. In this regard, the CONTRACTOR shall provide the AUTHORITY'S Chief Executive Officer with the resumes, backgrounds and references of such person in advance and shall provide the Authority an opportunity to interview the candidate. In the event, whether through re-assignment, termination, resignation, death, disability or other reason, it shall become necessary to replace a Manager, the CONTRACTOR shall, as expeditiously as possible, provide the AUTHORITY notice of such impending or actual event. The AUTHORITY shall at all times have the right to request in writing with its reason(s) therefor specified that the CONTRACTOR remove from the Airport a Manager who the Authority, in good faith and exercising reasonable judgment and after reasonable consultation with the CONTRACTOR, deems inappropriate for continued employment at the Airport and

provided that the basis for such removal would not be a violation of law applicable to the CONTRACTOR. The CONTRACTOR shall promptly after receipt of such request, replace the Manager unless the CONTRACTOR believes in good faith that the removal or replacement of the Manager would be contrary to law, in which event the CONTRACTOR shall promptly so advise the AUTHORITY and shall work with the AUTHORITY in good faith to resolve such issue.

8. *Management Visits* – As they may coordinate, the CONTRACTOR’S Chief Executive Officer and the AUTHORITY’S Chief Executive Officer will have at least one in-person meeting at the Airport each year, which, as they may agree and coordinate, may include meeting with the BOARD. The CONTRACTOR’S Chief Executive Officer or his designee that is an officer of CONTRACTOR and the AUTHORITY’S Chief Executive Officer will also participate in additional in person and telephonic meetings as they may coordinate and agree.

*[SIGNATURES ON NEXT PAGE]*

IN WITNESS WHEREOF, the AUTHORITY and the CONTRACTOR have caused this SECOND AMENDMENT to be executed as of the day and year first above written.

AUTHORITY

CONTRACTOR

For Albany County Airport Authority

For Avports ALB LLC

By:

By:

Name:

Name: Jorge Roberts

Title:

Title: Chief Executive Officer



## SCHEDULE C – PERFORMANCE MANAGEMENT FRAMEWORK (PMF)

### Introduction

This Schedule C sets out a framework of with respect to the performance standards and measurement requirements applicable to the Agreement.

### Key Performance Indicators (KPIs)

Table 1 specifies the KPIs under this Schedule:

	Key Performance Indicator	Scope	Metric	Target*	Comments
1	Acknowledgement of ACAA's requests	Management & Communication	% of acknowledged requests from local Avports staff within 1 business day	> 98%	<ul style="list-style-type: none"> <li>Development of "Project/Task" (open issues) log</li> <li>Weekly review of "Project/Task" log in management meetings</li> </ul>
2	Response to ACAA's requests	Management & Communication	% of action items accomplished within targeted timeframes	> 98%	<ul style="list-style-type: none"> <li>Avports will create action items and timelines associated with each "Project/Task" within Avports control and seek concurrence from ACAA CEO</li> </ul>
3	Percentage of time airport is open	Airfield availability	% of time at least one active runway is available within operating hours	> 95%	<ul style="list-style-type: none"> <li>Time excludes construction, capital improvement projects and major repairs or events caused by non-Avports' activities (e.g., aircraft recovery, weather, scheduled closures)</li> </ul>
4	Cleanliness of Washrooms	Terminal - janitorial	Score scale: 1 (poor) to 5 (excellent)	> 4.00	<ul style="list-style-type: none"> <li>Quarterly Results as per the ACI ASQ Passenger survey</li> </ul>
5	Overall Employee Experience	Employee experience	Score scale: 1 (poor) to 5 (excellent)	TBD	<ul style="list-style-type: none"> <li>Quarterly Results as per the ACI ASQ Employee survey</li> <li>Only Avports employees</li> <li>Target TBD: defined after first wave of measurements</li> </ul>
6	Avports Budget vs. Avports Actual Incurred Costs	Financial performance	% of additional non-budgeted expenses	< 10%	<ul style="list-style-type: none"> <li>Only Avports controlled and managed expenses</li> </ul>
7	Lost employee workdays (Avports)	Occupational Health and Safety	Bureau of Labor Statistics (BLS) incident rate (aviation industry)	< BLS Industry Rates	<ul style="list-style-type: none"> <li>Only Avports employees</li> </ul>
8	Runway incursions (Avports)	Safety & Compliance	Number of incursions	0	<ul style="list-style-type: none"> <li>Only Avports operated vehicles and employees</li> </ul>
9	Security incidents (Avports)	Security & compliance	Number of security incidents	0	<ul style="list-style-type: none"> <li>Only Avports operated vehicles and employees</li> </ul>
10	Airport Service Quality – Overall Satisfaction	Customer Experience	Score scale: 1 (poor) to 5 (excellent)	> 4.10	<ul style="list-style-type: none"> <li>Quarterly Results as per the ACI ASQ Passenger survey</li> </ul>
11	FAR Part 139 Inspection Results	Safety & Compliance	Number of Discrepancies	≤5	<ul style="list-style-type: none"> <li>Within Avports' control</li> </ul>

(\*) Note that all Targets considered in the PMF are aspirational. The Contractor agrees to make good faith efforts to meet and when possible, exceed the specified targets.

### Consideration for O&M Budget Adjustments

During the term of the Agreement, in the event that the Authority require the Contractor to reduce its O&M Budget below levels that the Contractor has determined are required to achieve KPI targets, the Contractor shall notify the Authority and the applicable KPIs will cease to apply.

## **HOLD FOR REVIEW**

### **SCHEDULE C – PERFORMANCE MANAGEMENT FRAMEWORK (PMF)**

#### **Introduction**

This Schedule C sets out a high-level framework with respect to the performance standards and measurement requirements applicable to the Airport Management Services Agreement. It is understood that the Authority and the Contractor shall agree on further setting out details regarding the implementation of these performance standards and measurement requirements during the Term of this Agreement.

For the Term of the Agreement, the instrument for implementing and administering the performance management requirements of this Schedule shall be the Performance Management Framework (PMF). The PMF will serve as the official guidebook for performance reporting, performance review, and performance assessment standards and processes pertaining to all key performance indicators and associated performance management requirements described in this Schedule.

#### **Key Performance Indicators (KPIs)**

The Key Performance Indicators (KPIs) considered in this Schedule are structured into the following categories:

- Management and Communication KPIs
- Airfield availability KPIs
- Employee Wellness and Experience KPIs
- Financial KPIs
- Safety and Security Compliance KPIs
- Customer Experience KPIs

Table 1 summarizes the 11 proposed KPIs considered in this Schedule:

	Key Performance Indicator	Scope	Metric	Target*	Comments
1	Acknowledgement of ACAA's requests	Management & Communication	% of acknowledged requests from local Avports staff within 1 business day	> 98%	- Development of "Project/Task" (open issues) log - Weekly review of "Project/Task" log in management meetings
2	Response to ACAA's requests	Management & Communication	% of action items accomplished within targeted timeframes	> 98%	- Avports will create action items and timelines associated with each "Project/Task" within Avports control and seek concurrence from ACAA CEO
3	Percentage of time airport is open	Airfield availability	% of time at least one active runway is available within operating hours	> 95%	- Time excludes construction, capital improvement projects and major repairs or events caused by non-Avports' activities (e.g., aircraft recovery, weather, scheduled closures)
4	Cleanliness of Washrooms	Terminal - janitorial	Score scale: 1 (poor) to 5 (excellent)	> 4.00	- Quarterly Results as per the ACI ASQ Passenger survey
5	Overall Employee Experience	Employee experience	Score scale: 1 (poor) to 5 (excellent)	TBD	- Quarterly Results as per the ACI ASQ Employee survey - Only Avports employees - Target TBD: defined after first wave of measurements
6	Avports Budget vs. Avports Actual Incurred Costs	Financial performance	% of additional non-budgeted expenses	< 10%	- Only Avports controlled and managed expenses
7	Lost employee workdays (Avports)	Occupational Health and Safety	Bureau of Labor Statistics (BLS) incident rate (aviation industry)	< BLS Industry Rates	- Only Avports employees
8	Runway incursions (Avports)	Safety & Compliance	Number of incursions	0	- Only Avports operated vehicles and employees
9	Security incidents (Avports)	Security & compliance	Number of security incidents	0	- Only Avports operated vehicles and employees
10	Airport Service Quality – Overall Satisfaction	Customer Experience	Score scale: 1 (poor) to 5 (excellent)	> 4.10	- Quarterly Results as per the ACI ASQ Passenger survey
11	FAR Part 139 Inspection Results	Safety & Compliance	Number of Discrepancies	≤5	- Within Avports' control

(\*) All the proposed KPIs will be implemented and established in order to monitor performance and provide an objective view of the quality of the Services provided by the Contractor.

### Objectivity of KPIs

All KPIs considered in this PMF will be objective. Consideration will be given to metrics and measurements that are conducted, reported and audited by external independent third parties.

### Consideration of Targets

All Targets considered in the PMF are aspirational. The Contractor agrees to make best efforts to meet and when possible, exceed the agreed targets.

### Consideration for O&M Budget Adjustments

If the Authority requires the Contractor to reduce its O&M Budget to a level that would prevent the Contractor from meeting a baseline KPI target, the Contractor shall notify the Authority. If the Contractor demonstrates that the budget reduction directly impacts its ability to meet the target, the Authority and Contractor will adjust the KPI target accordingly until the budget is restored to the necessary level.



**Reporting Periods**

The reporting of KPI's will be provided weekly, monthly, quarterly and/or yearly according to the data being available on such periods and frequencies.

**KPI Dashboard**

Contractor will prepare a functional report considering a visual "dashboard" format, which details and information displayed will be reviewed and agreed by the parties.

The agreed dashboard and reporting structure will be subject to updates and modifications on an annual basis.

**Ramp-up Period**

The parties agree to grant the Contractor a one-year ramp-up period upon activation of this Amendment. During this time, reporting will follow the provisions outlined in this document. The purpose of this period is to allow the Contractor to establish and refine measurement methodologies, reporting processes, and continuous improvement initiatives necessary to optimize performance. Following the completion of the ramp-up period, the aspirational target framework will be adjusted in the subsequent quarter.

## **AGENDA ITEM NO. 11**

### **Authorization of Change Orders**

## **AGENDA ITEM NO. 11.1**

**Construction Contract:      Authorization of  
Change Order #1 for Construction  
Contract 1127-GC for Concourse  
A Rehabilitation to AOW Construction LLC**



AGENDA ITEM NO: 11.1  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Planning and Engineering*

**ACAA Approved**  
**02/10/2025**

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

**PURPOSE OF REQUEST:**

**Construction Contract:** *Authorization of Change Order #1 for Construction  
Contract 1127-GC for Concourse A Rehabilitation to AOW  
Construction LLC.*

**CONTRACT AMOUNT:**

Base Amount: \$12,733,787.00  
Change Order #1: 80,789.00\*  
Total: \$ 12,814,576.00

*\*Pending approval at this meeting.*

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

Apprenticeship Y DBE Y MWBE N/A

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 85% State N/A Airport 15%  
Term of Funding: 2024-2026  
Grant No.: N/A STATE PIN: N/A

**JUSTIFICATION:**

*Request to approve Change Order #1 for Contract # 1127-GC Concourse A rehabilitation to qualified low bidder AOW Construction LLC. of Albany, NY for \$80,789.00. The contract drawings had conflicting measurements for the installation of the foundations for the two new Passenger Boarding Bridges (PBB). This discrepancy caused the PBB fabricator (Oshkosh/ JBT) to fabricate two new passenger tubes that connect Concourse A to the rotunda where the PBB pivots, because the original fabricated sections were short. This work needs to be done now to maintain the project schedule.*

AGENDA ITEM NO: 11.1  
MEETING DATE: February 10, 2025

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES ✓ NA \_\_\_\_\_

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved.* YES ✓ NA \_\_\_\_\_

**BACK-UP MATERIAL:**

*Please refer to the attached Contract 1127-GC Change Order #1 backup..*



Rec'd TCC 01/21/25

30 Essex Street  
Albany, NY 12206  
Ph : (518)482-3400

## Change Request

To: Brian McNeil  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

Number: COR 057  
Date: 1/29/25  
Job: 24-00048 AIA Concourse A Rehab

Reason: Owner Request

Source: Proposal Request # 057

We are pleased to offer the following specifications and pricing to make the following changes:

### Detailed Description

Increase length of Passenger Boarding Bridge from center of PBB foundation to building.

### Pricing Summary

Oshkosh			\$ 76,892.00	
	Subtotal:		\$ 76,892.00	
	Bond	0.50%	\$ 404.00	402.00
	OH&P on Sub Work	5.00%	\$ 3,845.00	3495.00
	Total:		\$ 81,140.00	80,789.00

If you have any questions, please contact me at 518-482-3400.

Submitted by: Patrick Andrews  
AOW Construction, LLC

Cc:  
Alysia Sanichar (AOW Construction, LLC)

Approved by AOW CONSTRUCTION, LLC.:

Approved: Al Bungayoli  
Date: 1/30/2025

Approved by ARCHITECT:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OWNER:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_







AOW CONSTRUCTION

24-0048 Albany Airport Concourse A Rehab  
COR 057 RFI-082 PBB Extended Length

30 Essex Street  
Albany, NY 12206  
T 518-482-3400  
F 518-482-3444

<u>AOW Labor</u>	Regular Hours	OT Hours	Regular Rate	OT Rate	Total
AOW Labor (Superintendent)			\$ 94.00	\$ 141.00	\$ -
AOW Labor (Project Manager)			\$ 95.00	\$ 110.00	\$ -
AOW Labor (Carpenter Foreman)			\$ 90.00	\$ 135.00	\$ -
AOW Labor (Carpenter)			\$ 88.00	\$ 129.00	\$ -
AOW Labor (Laborer Foreman)			\$ 90.00	\$ 135.00	\$ -
AOW Labor (Laborer)			\$ 87.00	\$ 129.00	\$ -
<b>AOW Labor Total:</b>					<b>\$ -</b>

<u>AOW Material</u>	Quantity	Units	\$/Unit	Cost/Item	
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
<b>AOW Material Total:</b>					<b>\$ -</b>

<u>AOW Tool Rentals</u>	Quantity	Units	\$/Unit	Cost/Item	
				\$ -	\$ -
				\$ -	\$ -
<b>AOW Tool Rental Total:</b>					<b>\$ -</b>

**AOW Subtotal:** \$ -

<u>Subcontractors</u>	Subcontractor	Costs	10% Mark-up	
Oshkosh	\$ 76,892.00			\$ 76,892.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>Subcontractor Total:</b>	<b>\$ 76,892.00</b>		<b>\$ -</b>	<b>\$ 76,892.00</b>

**Subtotal All Categories:** \$ 76,892.00

5% On 69,902.00 = 3,495.00	15.0%	AOW OH&P on Self-Performed	\$ -
	5.0%	AOW OH&P on Sub costs	\$ 3,844.60
80,387.00		<b>Subtotal:</b>	<b>\$ 80,736.60</b>
402.00	0.5%	Bond	\$ 403.68
<b>\$ 80,789.00</b>		<b>Grand Total:</b>	<b>\$ 81,140.28</b>



DATE: January 28, 2025  
QUOTE: 10070-PCO #01A  
VALIDITY DATE: March 29, 2025

FORMERLY JBT AEROTECH, JETWAY SYSTEMS

PROPRIETARY AND CONFIDENTIAL

QUOTATION

Al Burgazoli JETWAY SYSTEMS®  
AOW Construction 4074 SOUTH 1900 WEST  
PROJECT / AIRPORT NAME: FWZ-ALB ROY, UT 84067

DESCRIPTION	UNIT PRICE	QTY	TOTAL
PRICES REFLECT MANUFACTURING AND DELIVERY IN 2024			

JETWAY FIXED WALKWAYS: 13FT EXT CORRIDOR GATE: A1 & A2	-\$42,864	2	-\$85,728
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JETWAY FIXED WALKWAYS: J-11-AB Double haunches with knee braces GATE: A1 & A2	\$79,420	2	\$158,840
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FREIGHT & HANDLING:			\$3,780
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SALES TAX			TAX EXEMPT
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BOND

PROJECT TOTAL:	US DOLLARS	\$76,892
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OFFERED BY: OSHKOSH AEROTECH, LLC

Nick Webb

x + .1x = 76,892.00 (w/10% OHP)  
1.1x = 76,892.00  
x = 69,902.00 (w/o OHP)

NICK WEBB  
DIRECTOR - PROJECT MANAGEMENT & PRICING  
DATE: January 28, 2025

THIS QUOTATION IS MADE SUBJECT TO THE ATTACHED CONDITIONS OF SALE

## Liz Charland

---

**From:** John LaClair  
**Sent:** Wednesday, February 5, 2025 3:30 PM  
**To:** Liz Charland  
**Subject:** A-Concourse Change order  
**Attachments:** Board Request for C.O 1 for Contract 1127-GC.docx; PCO-053 AOW Cost Proposal 01.30.25 [Turner Comments].pdf

Liz,

This is the Change Order for A-Concourse. Matt is sending the two for Terminal build.

***John LaClair, P.E., G.G.P.***

Chief Engineer

Albany County Airport Authority

[jlaclair@albanyairport.com](mailto:jlaclair@albanyairport.com)

518-242-2255 office

518-378-5959 Cell





## **AGENDA ITEM NO. 11.2**

**Change Orders 1 & 2: Authorization to Award  
Contract Change Orders 1 & 2 to Construction  
Contract 21-1082-INT STR for the Pre-TSA Terminal  
Expansion to MLB Construction Services, LLC.**

AGENDA ITEM NO: 11.2  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
02/10/2025

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Change Orders 1 & 2: *Authorization to Award Contract Change Order 1 & 2 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.*

**CONTRACT AMOUNT:**

Base: \$46,474,000.00  
Change Order No. 1 37,371.00 – Pending Board Approval\*  
Change Order No. 2 169,821.00 - Pending Board Approval\*  
Total: \$46,681,192.00

*\*Pending Board Approval at this meeting.*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No NA  
Funding Account No.: CPN 50-2021

**AWARD CONDITIONS MET:**

Apprenticeship ✓ DBE ✓ MWBE ✓

Service Disable Veteran Owned Business (SDVOB) N/A

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

Federal 40% State 60% Airport N/A  
Term of Funding: 2023-2026  
Grant No.: N/A STATE PIN: N/A

**JUSTIFICATION:**

*Request to approve Change Order No. 1 for Contract # 21-1082-INT STR. This work includes sprinkler piping to provide adequate fire protection for a temporary tunnel to accommodate the phased construction of the terminal expansion project. Work also includes necessary piping, valves and heads to provide the necessary fire protection.*

*Request to approve Change Order No. 2 for Contract # 21-1082-INT STR for the Pre-TSA Terminal Expansion to qualified low bidder MLB Construction Services, LLC Malta, NY. This Change Order is due to the need to change the pathway for the electrical service from the new backup generator to the existing electrical room in the Terminal. The fire alarm*

AGENDA ITEM NO: 11.2  
MEETING DATE: February 10, 2025

*needed to be relocated to remain active during the many phases of construction. It was determined to have the system permanently rerouted so that it would not interfere with the Terminal build out and would remain in the relocated position after construction and additional fire alarm units could be connected. The third item of work in this Change Order is for the material and labor to reconfigure the roof cornice at the tie-in to the existing Terminal to allow for an insulated connection to the Terminal without ripping up the roof.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES J NA \_\_\_\_\_*

**BACK-UP MATERIAL:**

*Please refer to the attached Change Order #2 backup information compiled by Turner Construction Company.*





MLB Construction Services LLC  
One Stone Break Road  
Malta, NY 12020  
Tel: 518-289-1371  
Fax: 518-289-1652

## PROPOSAL

SUBMITTED TO:

Rob Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

PROJECT NAME

Alb. Airport 21-1082-STR & INT

PROJECT NO.

23-114

DATE

3/8/24

PROPOSAL NO.

6

PROPOSAL AMOUNT

~~\$ 37,533.31~~

**\$ 37,370.82**

Per NOC 6 dated 1/26/2024, MLB Construction Services LLC is pleased to present our proposal for the following:

ASI-020 has been issued for Level 2 Terminal Fire Protection clarifications.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Fire Protection				\$35,746.01		\$35,746.01
					Subtotal:	\$35,746.01
		MLB OH&P (Subcontractor)		<del>\$35,746.01</del>	5.00%	<del>\$1,787.30</del>
				<b>\$32,496.37</b>		<b>\$ 1,624</b>
					Total:	<del>\$37,533.31</del>
						<b>\$ 37,370.82</b>

If you have any questions, please contact me at 518-289-1371.

- ☒ We reserve the right to request an extension of time together with additional cost incurred at a later date.  
☐ We request calendar days extension of time for the above work.  
☐ This proposal may be withdrawn by us if not accepted within 10 days.

WE HAVE NOT BEEN DIRECTED TO PROCEED WITH THIS WORK.

OWNER MUST RETURN THIS PROPOSAL WITH THEIR SIGNED APPROVAL SHOWN BELOW BEFORE WORK CAN BEGIN.

Submitted by:

 3/8/24  
Craig Ditt  
MLB Construction Services LLC

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: JMD/SAS/File (MLB Construction Services, LLC)



1182 US Route 9W (PO Box 10) • Selkirk, NY 12158

(518) 767-3700 • (518) 767-3711 Fax

www.AbsoluteFirePro.com • mail@AbsoluteFirePro.com

## FIRE PROTECTION PROPOSAL REQUEST FOR CHANGE ORDER

<b>PROPOSAL SUBMITTED TO:</b> MLB Construction		<b>PHONE:</b> <b>CELL:</b>	<b>DATE:</b> 3/7/24
<b>STREET</b> 1 Stonebreak Rd		<b>JOB NAME:</b> AIA BP04	
<b>CITY, STATE AND ZIP CODE:</b> Malta, NY		<b>JOB LOCATION:</b> Albany, NY	
<b>ATTENTION:</b> Jeff Lino	<b>EMAIL:</b> Jlino@mlbind.com	<b>REFERENCE:</b>	<b>COR NUMBER:</b> 001

This change order proposal reflects the cost associated with replacing the existing heads associated with drawing FP-103 produced by ASI-020.

**Includes:**

- Material- 1" Piping, 1" Fittings, Concealed Sprinkler heads, 1" Hangers
- Labor for head replacement, and miscellaneous arm over adjustments.
- 15% OH&P

**Excludes:**

- All control, power, fire alarm, disconnects, detection wiring, or other electrical work etc.
- Allowances, sales taxes, overtime, unit prices, bond costs, permit fees, OCP/CCIP insurance requirements.
- All labor and material required for re-located main piping, branch line piping, system risers, backflow preventers, FDC's, main drains etc.
- All labor and material required for ceiling removals and re-installations needed to access our work.
- All labor and material required for insulating, heat tracing, cleaning, disinfecting, painting, and/or labeling of pipe.
- All labor and material required for covering, protecting, and/or replacing sprinkler heads damaged from paint.
- All labor and material required for fire watches, temporary fire protection, or impairment plans.
- All labor and material required for re-location of existing to remain piping due to conflicts with other trades new work.
- All WMBE/SDVOB goals and/or participation.

**WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS,  
FOR THE ADDITIONAL SUM OF:**

**THIRTY-SEVEN THOUSAND, THREE HUNDRED SEVENTY**

**DOLLARS (\$37,370.00)**

**#35,746.01**

**PAYMENT TO BE MADE AS FOLLOWS: 1% - 10 net 30- Plus sales tax if required**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

**Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.**

**Date of Acceptance:**

**Authorized**

**Signature:** Jordan Newton

**Note:** This proposal may be withdrawn  
by us if not accepted within: 15 days.

**Signature:**

**Signature:**

## PROPOSAL PRICING SHEET

[illegible]

SUB-TOTAL: 32496.37  
10% OH & P: ~~4874.46~~ 3,249.64  
TOTAL: ~~37370.83~~  
\$35,746.01

④







MLB Construction Services LLC  
One Stone Break Road  
Malta, NY 12020  
Tel: 518-289-1371  
Fax: 518-289-1652

## PROPOSAL

SUBMITTED TO:

Rob Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

PROJECT NAME

Alb. Airport 21-1082-STR & INT

PROJECT NO.

23-114

DATE

10/10/24

PROPOSAL NO.

7R2

PROPOSAL AMOUNT

\$ 65,795.00

Per NOC 7R2 dated 4/27/2024, MLB Construction Services LLC is pleased to present our proposal for the following:

ASI-021 has been provided as supplemental information to ASI-019 following the responses to RFI-021 and RFI-022. Per the Design Team, the two should be reviewed concurrently.

**\*\*PLEASE BE AWARE THIS IS A COMBINATION PROPOSAL AND INCLUDES THE CHANGES FROM ASI -019.\*\***

Description	Labor	Material	Equipment	Subcontract	Other	Price
Electrical Systems				\$62,973.00		\$62,973.00
					Subtotal:	\$62,973.00
		MLB OH&P (Subcontractors)		\$56,434.76	5.00%	\$2,822.00
					<b>Total:</b>	<b>\$65,795.00</b>

If you have any questions, please contact me at 518-289-1371.

- ☒ We reserve the right to request an extension of time together with additional cost incurred at a later date.  
☐ We request calendar days extension of time for the above work.  
☐ This proposal may be withdrawn by us if not accepted within 10 days.

WE HAVE NOT BEEN DIRECTED TO PROCEED WITH THIS WORK.

OWNER MUST RETURN THIS PROPOSAL WITH THEIR SIGNED APPROVAL SHOWN BELOW BEFORE WORK CAN BEGIN.

Submitted by:

 10/10/24  
Craig Dittl  
MLB Construction Services LLC

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: JMD/SAS/File (MLB Construction Services, LLC)

PCO-043





**JOB #6846-04-REV 4**

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

September 05, 2024

Prepared by: Kyle M. Delair

Contact Info: [kdelair@martinelectric.com](mailto:kdelair@martinelectric.com)

Attn: Craig Dittl

[cdittl@mlbind.com](mailto:cdittl@mlbind.com)

**RE: Albany Airport BP-04 – ASI-019 NOC #5/ASI-021 NOC #7 – Electrical Panel/One-Line Clarifications**

Craig,

Martin Electric is pleased to provide this CO Proposal for the above referenced project. Please review our clarifications and exclusions for this scope, and thank you for this opportunity.

## SCOPE OF WORK

- Delete (1) 800A Breaker in Gear 119 (Credit)
- Delete feeder from Gear 119 to adjacent ATS (Credit)
- Delete feeder from ATS 119 to Panel 3EM (Credit)
- Install ATS in Building 79 and install feeder to Panel 3EM (Add)
- Delete 800A Panel ITW, feeder and 800 A Breaker in 3ZA (Credit)
- Add 200A Panel ITW, feeder and 200A Breaker in 3ZA (Add)
- Delete 800A Panel ITQ, feeder and 800A Breaker in 3ZA (Credit)
- Add 400A Panel ITQ, feeder and 400A Breaker in 3ZA (Add)
- Delete 400A Panel 3ZC, feeder and 400A Breaker in 3ZA (Credit)
- Add 100A Panel 3ZC, feeder and 100A Breaker in 3ZA (Add)
- Delete 84 circuit, 1600A Panel 3ZA, with 1600A Main (Credit)
- Add 60 circuit, 1200A Panel 3ZA, with 1200A Main (Add)
- Add 54 circuit, 225A MLO, Panel 3ZD with (54) 20A/1P Breakers (Add)
- Add (1) 200A Breaker in Panel 3ZA (Add)
- Add feeder from Panel 3ZA to Panel 3ZD (Add)
- Delete 225kva Transformer 3T-ZA and 175A Breaker in Panel 3ZB (Credit)
- Delete both Primary and Secondary feeders from Transformer 3T-ZA (Credit)
- Add 300kva Transformer 3T-ZA and 450A Breaker in Panel 3ZB (Add)
- Add both Primary and Secondary feeders from Transformer 3T-ZA (Add)
- Delete 150kva Transformer 3T-ZX and 250A Breaker in Panel 3ZB (Credit)

NYS Certified WBE File #8942

164 Columbia Turnpike, Rensselaer NY, 12144

[www.martinelectric.com](http://www.martinelectric.com)



**JOB #6846-04-REV 4**

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

September 05, 2024

Prepared by: Kyle M. Delair

Contact Info: [kdelair@martinelectric.com](mailto:kdelair@martinelectric.com)

- Delete both Primary and Secondary feeders from Transformer 3T-ZX (Credit)
- Add 225kva Transformer 3T-ZX and 350A Breaker in Panel 3ZB (Add)
- Add both Primary and Secondary feeders from Transformer 3T-ZX (Add)
- Delete feeder from Generator to ATS in RM 119.
- Add Feeder from Generator to ATS in Building 79.

## CLARIFICATIONS

- Proposal based on drawings dated 11/17/2023, ASI-019 NOC #5 and ASI-021 NOC #7.
- Includes 3<sup>rd</sup> shift differential where applicable.
- Overtime not included.
- Coordinate work with MLB.
- Any grid or ceiling tiles damaged during this project need to be repaired by others.
- All Labor, Material, Management, Equipment, Tools, and Service Vehicles included.
- Please reference updated **PROPOSAL TERMS**, regarding the Commodities Market.

## APPROACH

Martin Electric plans to approach this project in the following manner:

- Review all the requirements of the systems/equipment to be installed with the appointed representative.
- Review and determine with the site representative the proposed routing, for approval, prior to installation of conduit, and wire.
- Review and make every effort to expedite delivery of long lead materials.
- Complete the installation of the required services within schedule, unless delayed by others.
- Evaluate project activity periods and maintain scheduled activity completions.

## EXCLUSIONS

- Dumpster Cost of any type.
- Cost for seismic restraints of any type.
- System design or re-design requirements.
- All field modifications of equipment furnished by others.

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164 Columbia Turnpike, Rensselaer NY, 12144  
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JOB #6846-04-REV 4

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

September 05, 2024

Prepared by: Kyle M. Delair

Contact Info: kdelair@martinelectric.com

- Third party or certification testing of the electrical systems.
- Any concrete, cutting, patching, or painting.
- Any excavation and backfill.
- Any cost associated with utility usage.
- Fireproofing not included.
- Sales Tax on Materials.

**PROPOSAL COST**

Based on the Services to provide the Proposed Scope of Work, the Approach, and the Clarifications, Inclusions and Exclusions listed above; Martin Electric is proposing the amount of:

GEAR CREDIT – Deletions & Additions (\$7,350.00)

TOTAL \$62,973.00

**PROPOSAL TERMS:**

Terms for payment shall be net 30 days based on a schedule of values from the contract. This quote is valid for **15 days** due to the current market for commodities and Material pricing will be updated, as necessary, upon the date of Approval, and is made contingent upon both parties reaching mutually agreeable terms and conditions.

**NOTICE:**

THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY. Given the existence of the coronavirus pandemic, Martin Electric Inc. will use its best efforts to staff and supply this project to be able to hit the scheduled completion date but reserves its right to seek an excusable extension of time if Martin Electric Inc., or its subcontractors and suppliers are unable to maintain planned crew sizes due to the illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended pursuant to the

NYS Certified WBE File #8942  
164 Columbia Turnpike, Rensselaer NY, 12144

[www.martinelectric.com](http://www.martinelectric.com)



**JOB #6846-04-REV 4**

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

September 05, 2024

Prepared by: Kyle M. Delair

Contact Info: [kdelair@martinelectric.com](mailto:kdelair@martinelectric.com)

terms of the proposed Martin Electric Inc. Subcontract, we intend to seek additional costs associated with the suspension.



Job ID: PG-23-116A  
Project: Albany Airport BP-04



CO: 6846-02A-REV 3: ASI 19-21

Takeoff

5 Sep 2024 14:08:32

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
	0.00				FROM MDP
TITLE	-15.00	EA	M	3	EMT ON-TRAPEZE
10060	-45.00	FT	M	3	EMT
20755	-15.00	EA	M	3	EMT 90-ELBOW
20745	-12.00	EA	M	3	EMT FIELD-BEND
30558	-11.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	-7.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
40146	-6.00	EA	M	3	GROUNDING BUSHING
100574	-18.00	EA	M	500	WIRE TERMINATION LBR
100568	-6.00	EA	M	3/0	WIRE TERMINATION LBR
180283	-1.00	EA	M	800/3	BOLT-ON BREAKER
500200	-6.00	EA	M	3	ENCLOSURE HOLE PUNCH -STEEL
70047	-420.00	FT	M	300	THHN/THWN CU (STR)
70236	-105.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
	0.00				TO DISCONNECT
TITLE	-20.00	EA	M	3	EMT ON-TRAPEZE
10060	-60.00	FT	M	3	EMT
20755	-15.00	EA	M	3	EMT 90-ELBOW
20745	-12.00	EA	M	3	EMT FIELD-BEND
30558	-21.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	-10.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
40146	-6.00	EA	M	3	GROUNDING BUSHING
70047	-480.00	FT	M	300	THHN/THWN CU (STR)
70236	-120.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
100574	-18.00	EA	M	500	WIRE TERMINATION LBR
100568	-6.00	EA	M	3/0	WIRE TERMINATION LBR

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
	0.00				DISCONNECT TO 3EM
TITLE	-230.00	EA	M	4	ENT ON-TRAPEZE
10062	-450.00	FT	M	4	EMT
20757	-10.00	EA	M	4	EMT 90-ELBOW
20747	-4.00	EA	M	4	EMT FIELD-BEND
30560	-56.00	EA	M	4	EMT STEEL-COMP COUPLING
630176	-76.00	EA	M	4	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30686	-8.00	EA	M	4	EMT STEEL COMP CONNECTOR
40148	-8.00	EA	M	4	GROUNDING BUSHING
70050	-2,000.00	FT	M	500	THHN/THWN CU (STR)
70236	-500.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
TITLE	-39.00	EA	M		TRAPEZE 1/2-THREADED-ROD/ STL-BEAM
240010	-78.00	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
161295	-156.00	FT	M	1/2-13	THREADED ROD
240243	-78.00	EA	M	1/2-13EG	STRUT SPRING NUT (1 5/8H)
160998	-156.00	EA	M	1/2-13	PLTD HEX NUTS
160397	-156.00	EA	M	1/2"	PLTD FLAT WASHER
160409	-156.00	EA	M	1/2"	PLTD LOCK WASHER
160192	-78.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP
TITLE	-2.00	EA	M	24x24x8	PULL BOX-PAINT SCREW CVR NO/KO ON STEEL
710249	-2.00	EA	M	24x24x8	PULL BOX-PAINT SCREW CVR NO/KO
630506	-4.00	EA	M	1/4-20	ADJ BEAM CLAMP UP TO 1/2 FLANGE
160786	-4.00	EA	M	1/4-20 x 1"	PLTD MACHINE SCREWS
160394	-4.00	EA	M	1/4"	PLTD FLAT WASHER
160405	-4.00	EA	M	1/4"	PLTD LOCK WASHER
500202	-12.00	EA	M	4	ENCLOSURE HOLE PUNCH -STEEL
100574	-16.00	EA	M	500	WIRE TERMINATION LBR
100566	-4.00	EA	M	1/0	WIRE TERMINATION LBR
	0.00				ITW & ITQ
170280	-2.00	EA	M	800A MCB	DISTRIBUTION PANELBOARD W/BKRS
TITLE	-330.00	EA	M	3	ENT ON-TRAPEZE
10060	-660.00	FT	M	3	EMT
20755	-10.00	EA	M	3	EMT 90-ELBOW
20745	-8.00	EA	M	3	EMT FIELD-BEND

## Phase: DISTRIBUTION EQUIPMENT

## SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
80099	-2,480.00	FT	M	350	XHHW COMPACT ALUM
30558	-56.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	-110.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30684	-12.00	EA	M	3	EMT STEEL COMP CONNECTOR
40146	-12.00	EA	M	3	GROUNDING BUSHING
70234	-700.00	FT	M	2.	GREEN THHN CU (GRD 500A)
500200	-12.00	EA	M	3	ENCLOSURE HOLE PUNCH -STEEL
100572	-16.00	EA	M	350	WIRE TERMINATION LBR
100563	-4.00	EA	M	2.	WIRE TERMINATION LBR
	0.00				32C
170206	-1.00	EA	M	400A MCB	DISTRIBUTION PANELBOARD W/BKRS
TITLE	-10.00	EA	M	1	EMT ON SURFACE STRUT
10055	-10.00	FT	M	1	EMT
20740	2.00	EA	M	1	EMT FIELD-BEND
70036	-80.00	FT	M	6.	THHN/THWN CU (STR)
70230	-20.00	FT	M	8	GREEN THHN CU (GRD 100A)
30553	-1.00	EA	M	1	EMT STEEL-COMP COUPLING
630168	-5.00	EA	M	1	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30679	-2.00	EA	M	1	EMT STEEL COMP CONNECTOR
40141	-2.00	EA	M	1	GROUNDING BUSHING
	0.00				32L
TITLE	15.00	EA	M	2 1/2	EMT ON-TRAPEZE
10059	-30.00	FT	M	2 1/2	EMT
20754	-4.00	EA	M	2 1/2	EMT 90-ELBOW
20744	-4.00	EA	M	2 1/2	EMT FIELD-BEND
80097	-240.00	FT	M	250	XHHW COMPACT ALUM
30557	-7.00	EA	M	2 1/2	EMT STEEL-COMP COUPLING
630173	-5.00	EA	M	2 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30683	-4.00	EA	M	2 1/2	EMT STEEL COMP CONNECTOR
40145	-4.00	EA	M	2 1/2	GROUNDING BUSHING
70234	-60.00	FT	M	2.	GREEN THHN CU (GRD 500A)
100570	-16.00	EA	M	250	WIRE TERMINATION LBR
100563	-4.00	EA	M	2.	WIRE TERMINATION LBR
170206	-1.00	EA	M	400A MCB	DISTRIBUTION PANELBOARD W/BKRS



## Phase: DISTRIBUTION EQUIPMENT

## SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
	0.00				GEN TO ATS
TITLE	-60.00	EA	M		4-DUCT / NO TRENCHING 3" PVC
10181	-240.00	FT	M	3	PVC SCH 40 10' LAID IN TRENCH
390094	-24.00	EA	M	3 x 2	CARLON SNAP-LOC BASE SPACER
390114	-24.00	EA	M	3 x 2	CARLON SNAP-LOC INTERMEDIATE SPACER
4000277	-63.00	FT	M	3"	RED TRENCH CAUTION TAPE
40043	-28.20	OZ	M	OUNCE	PVC (GLUE) CEMENT
390264	-60.00	FT	M	18" WIDE	HAND TRIM SANDY TRENCH
TITLE	-9.00	EA	M		3" GRC 90D IN-RUN SWEEP
20026	-8.00	EA	M	3	GRC 90-DEG ELBOW
31358	-16.00	EA	M	3	PVC FEMALE ADAPTER
40043	-8.56	OZ	M	OUNCE	PVC (GLUE) CEMENT
TITLE	-60.00	EA	M		3-DUCT / NO TRENCHING 2" PVC
10179	-180.00	FT	M	2	PVC SCH 40 10' LAID IN TRENCH
390092	-36.00	EA	M	2 x 3	CARLON SNAP-LOC BASE SPACER
4000277	-63.00	FT	M	3"	RED TRENCH CAUTION TAPE
40043	-15.60	OZ	M	OUNCE	PVC (GLUE) CEMENT
390264	-60.00	FT	M	18" WIDE	HAND TRIM SANDY TRENCH
TITLE	-6.00	EA	M		2" GRC 90D IN-RUN SWEEP
20026	-6.00	EA	M	2	GRC 90-DEG ELBOW
31356	-12.00	EA	M	2	PVC FEMALE ADAPTER
40043	-4.80	OZ	M	OUNCE	PVC (GLUE) CEMENT
TITLE	-480.00	EA	M	3	EMT ON-TRAPEZE
10060	-1,440.00	FT	M	3	EMT
20755	-15.00	EA	M	3	EMT 90-ELBOW
20745	-12.00	EA	M	3	EMT FIELD-BEND
30558	-129.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	-240.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
40146	-18.00	EA	M	3	GROUNDING BUSHING
70048	-6,360.00	FT	M	350	THHN/THWN CU (STR)
70238	-1,590.00	FT	M	3/0	GREEN THHN CU (GRD 1200A)
TITLE	-2.00	EA	M	36x24x10	PULL BOX-PAINT SCREW CVR NO/KO ON STEEL
710263	-2.00	EA	M	36x24x10	PULL BOX-PAINT SCREW CVR NO/KO
630386	-8.00	EA	M	1/4-20	ADJ BEAM CLAMP UP TO 1/2 FLANGE

## Phase: DISTRIBUTION EQUIPMENT

## SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
160786	-8.00	EA	M	1/4-20 x 1"	PLTD MACHINE SCREWS
160394	-8.00	EA	M	1/4"	PLTD #14T WASHER
160405	-8.00	EA	M	1/4"	PLTD LOCK WASHER
	0.00				<del>32B TO 3T-XX</del>
TITLE	-30.00	EA	M	4	EMT ON-TRAPEZE
10062	-30.00	FT	M	4	EMT
20757	-2.00	EA	M	4	EMT 90-ELBOW
20747	-2.00	EA	M	4	EMT FIELD-BEND
30560	-1.00	EA	M	4	EMT STEEL-COMP COUPLING
630176	-5.00	EA	M	4	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30686	-2.00	EA	M	4	EMT STEEL COMP CONNECTOR
40148	-2.00	EA	M	4	GROUNDING BUSHING
80103	-150.00	FT	M	700	XHHW COMPACT ALUM
500202	-2.00	EA	M	4	ENCLOSURE HOLE PUNCH -STEEL
100035	-6.00	EA	M	700	AL/CU CRIMP LUG 2-HOLE
100024	-2.00	EA	M	1/0	AL/CU CRIMP LUG 2-HOLE
70236	-50.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
TITLE	-1.00	EA	M	4	FLEXIBLE ALUM CONDUIT
50028	-3.00	FT	M	4	FLEXIBLE ALUM CONDUIT
50061	-1.00	EA	M	4	FLEX COND ANGLE INS-THROAT CONN
50072	-1.00	EA	M	4	FLEX COND STRAIGHT INS-THROAT CONN
40136	-2.00	EA	M	4	GRND BUSHING INSULATED
TITLE	-2.00	EA	M	2 1/2	FLEXIBLE ALUM CONDUIT
50025	-10.00	FT	M	2 1/2	FLEXIBLE ALUM CONDUIT
50036	-2.00	EA	M	2 1/2	FLEX COND ANGLE CONN
50047	-2.00	EA	M	2 1/2	FLEX COND STRAIGHT CONN
40133	-4.00	EA	M	2 1/2	GRND BUSHING INSULATED
500199	-4.00	EA	M	2 1/2	ENCLOSURE HOLE PUNCH -STEEL
80098	-160.00	FT	M	300	XHHW COMPACT ALUM
100029	-8.00	EA	M	300	AL/CU CRIMP LUG 2-HOLE
100023	-2.00	EA	M	2.	AL/CU CRIMP LUG 2-HOLE
100571	-8.00	EA	M	300	WIRE TERMINATION LBR
100563	-2.00	EA	M	2.	WIRE TERMINATION LBR
190895	-1.00	EA	M	150 KVA	3PH DRY XFMR 480P/208S

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: CREDITS

Item #	Qty	U/M	Q/M	Size	Description
170288	-1.00	EA	M	800A MCB	DISTRIBUTION PANELBOARD W/BKRS
70234	-40.00	FT	M	2,	GREEN THHN CU (GRD 500A)
	0.00				32B TO 3T-ZA/PNL
TITLE	-20.00	EA	M	4	EMT ON-TRAPEZE
10062	-40.00	FT	M	4	EMT
20757	-4.00	EA	M	4	EMT 90-ELBOW
20747	-4.00	EA	M	4	EMT FIELD-BEND
630176	-6.00	EA	M	4	CABLE/CONDUIT 1-PIECE STRUT CLAMP
3C686	-4.00	EA	M	4	EMT STEEL COMP CONNECTOR
40148	-4.00	EA	M	4	GROUNDING BUSHING
80103	-120.00	FT	M	700	XHHW COMPACT ALUM
70236	-80.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
170026	-1.00	EA	M	1600A	DISTRIBUTION SWITCHBOARD 2-SECTION
TITLE	-3.00	EA	M	4	FLEXIBLE ALUM CONDUIT
50028	-9.00	FT	M	4	FLEXIBLE ALUM CONDUIT
70049	-216.00	FT	M	400	THHN/THWN CU (STR)
70236	-54.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
50061	-3.00	EA	M	4	FLEX COND ANGLE INS-THROAT CONN
50072	-3.00	EA	M	4	FLEX COND STRAIGHT INS-THROAT CONN
40148	-6.00	EA	M	4	GROUNDING BUSHING
100031	-24.00	EA	M	400	AL/CU CRIMP LUG 2-HOLE
100024	-6.00	EA	M	1/0	AL/CU CRIMP LUG 2-HOLE
190896	-1.00	EA	M	225 KVA	3PH DRY XFMR 480P/208S

Phase Totals:

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
	0.00				GENERATOR TO ATS
TITLE	100.00	EA	M		3-DUCT / NO TRENCHING 3" PVC
10181	300.00	FT	M	3	PVC SCH 40 10' LAID IN TRENCH
390095	60.00	EA	M	3 x 3	CARLOH SNAP-LOC BASE SPACER
4000277	105.00	FT	M	3"	RED TRENCH CAUTION TAPE
40043	35.00	OZ	M	OUNCE	PVC (GLUE) CEMENT

Printed: 9/5/2024 14:08:32

Job: Albany Airport BP-04  
By: [redacted]

Phone: 516-477-7577

Web: www.bondedcost.com

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
390264	100.00	FT	M	.18" WIDE	HAND TRIM SANDY TRENCH
TITLE	100.00	EA	M		3-DUCT / NO TRENCHING 2" PVC
10179	300.00	FT	M	2	PVC SCH 40 10' LAID IN TRENCH
390092	60.00	EA	M	2 x 3	CARLON SNAP-LOC BASE SPACER
4000277	105.00	FT	M	3"	RED TRENCH CAUTION TAPE
40043	26.00	OZ	M	OUNCE	PVC (GLUE) CEMENT
390264	100.00	FT	M	18" WIDE	HAND TRIM SANDY TRENCH
TITLE	3.00	EA	M	3	GRC 90D STUB-UP
20020	3.00	EA	M	3	GRC 90-DEG ELBOW
31358	3.00	EA	M	3	PVC FEMALE ADAPTER
40043	1.59	OZ	M	OUNCE	PVC (GLUE) CEMENT
10007	15.00	FT	M	3	GRC
10567	3.00	EA	M	3	CONDUIT CUT/THREAD/REAM
30007	3.00	EA	M	3	GRC/IMC COUPLING
40134	3.00	EA	M	3	GRND BUSHING INSULATED
TITLE	3.00	EA	M	2	GRC 90D STUB-UP
20026	3.00	EA	M	2	GRC 90-DEG ELBOW
31356	3.00	EA	M	2	PVC FEMALE ADAPTER
40043	1.20	OZ	M	OUNCE	PVC (GLUE) CEMENT
10005	15.00	FT	M	2	GRC
10565	3.00	EA	M	2	CONDUIT CUT/THREAD/REAM
30005	3.00	EA	M	2	GRC/IMC COUPLING
40132	3.00	EA	M	2	GRND BUSHING INSULATED
TITLE	1.00	EA	M	30x24x10	PULL BOX SCREW CVR NEMA 3R W/KO OR CONC
710387	1.00	EA	M	30x24x10	PULL BOX SCREW CVR NEMA 3R W/KO
161241	4.00	EA	M	1/2 x 1 1/2 - 3"	HAMMER DRILLED HOLE
160725	4.00	EA	M	1/4" SHORT	LAG SHIELD
160534	4.00	EA	M	1/4 x 1 1/4"	PLTD LAG BOLT
160394	4.00	EA	M	1/4"	PLTD FLAT WASHER
500200	6.00	EA	M	3	ENCLOSURE HOLE PUNCH -STEEL
500198	6.00	EA	M	2	ENCLOSURE HOLE PUNCH -STEEL
TITLE	15.00	EA	M	3	EMT ON-TRAPEZE
10060	45.00	FT	M	3	EMT
20755	9.00	EA	M	3	EMT 90-ELBOW



## Phase: DISTRIBUTION EQUIPMENT

## SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
20745	6.00	EA	M	3	EMT FIELD-BEND
70237	435.00	FT	M	2/0	GREEN THHN CU (GRD 1000A)
30558	14.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	9.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30584	12.00	EA	M	3	EMT STEEL COMP CONNECTOR
40146	12.00	EA	M	3	GROUNDING BUSHING
TITLE	3.00	EA	M		TRAPEZE 1/2-THRD-ROD/ STL-BEAM
240010	6.00	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
161296	36.00	FT	M	1/2-13	THREADED ROD
240243	6.00	EA	M	1/2-13EG	STRUT SPRING NUT (1 5/8H)
160998	12.00	EA	M	1/2-13	PLTD HEX NUTS
160397	12.00	EA	M	1/2"	PLTD FLAT WASHER
160409	12.00	EA	M	1/2"	PLTD LOCK WASHER
160182	6.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP
70294	1,980.00	FT	M	300	XHHW CU (STR)
10555	3.00	EA	M	4	CORED HOLE UP TO 8" O
10553	3.00	EA	M	3	CORED HOLE UP TO 8" O
40031	9.00	EA	M	3	WP CONDUIT WALL SEAL
	0.00				TO DISCONNECT
TITLE	20.00	EA	M	3	EMT ON-TRAPEZE
10060	60.00	FT	M	3	EMT
20755	6.00	EA	M	3	EMT 90-ELBOW
20745	6.00	EA	M	3	EMT FIELD-BEND
30558	12.00	EA	M	3	EMT STEEL-COMP COUPLING
630174	20.00	EA	M	3	CABLE/CONDUIT 1-PIECE STRUT CLAMP
40146	6.00	EA	M	3	GROUNDING BUSHING
70047	525.00	FT	M	300	THHN/THWN CU (STR)
70316	105.00	FT	M	2/0	GREEN XHHW CU (GRD 1000A)
100567	6.00	EA	M	2/0	WIRE TERMINATION LBR
100571	24.00	EA	M	300	WIRE TERMINATION LBR
	0.00				ATS TO 3EM FROM BLDG 79
TITLE	700.00	EA	M	3 1/2	EMT ON-TRAPEZE
10061	2,100.00	FT	M	3 1/2	EMT
20756	21.00	EA	M	3 1/2	EMT 90-ELBOW

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
20746	18.00	EA	M	3 1/2	EMT FIELD-BEND
70238	2,175.00	FT	M	3/0	GREEN THHN CU (GRD 1200A)
30559	231.00	EA	M	3 1/2	EMT STEEL-COMP COUPLING
630175	350.00	EA	M	3 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30685	18.00	EA	M	3 1/2	EMT STEEL COMP CONNECTOR
40147	18.00	EA	M	3 1/2	GROUNDING BUSHING
70049	8,700.00	FT	M	400	THHN/THWN CU (STR)
TITLE	36.00	EA	M		TRAPEZE 1/2-THRD-ROD/ STL-BEAM
240010	72.00	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
161796	288.00	FT	M	1/2-13	THREADED ROD
240743	72.00	EA	M	1/2-13EG	STRUT SPRING NUT (1 5/8H)
160998	144.00	EA	M	1/2-13	PLTD HEX NUTS
160397	144.00	EA	M	1/2"	PLTD FLAT WASHER
160409	144.00	EA	M	1/2"	PLTD LOCK WASHER
160162	72.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP
TITLE	2.00	EA	M	36x24x10	PULL BOX-PAINT SCREW CVR NO/KO ON STEEL
710263	2.00	EA	M	36x24x10	PULL BOX-PAINT SCREW CVR NO/KO
630586	8.00	EA	M	1/4-20	ADJ BEAM CLAMP UP TO 1/2 FLANGE
160786	8.00	EA	M	1/4-20 x 1"	PLTD MACHINE SCREWS
160394	8.00	EA	M	1/4"	PLTD FLAT WASHER
160405	8.00	EA	M	1/4"	PLTD LOCK WASHER
500201	18.00	EA	M	3 1/2	ENCLOSURE HOLE PUNCH -STEEL
10556	6.00	EA	M	5	CORED HOLE UP TO 8" Ø
100573	24.00	EA	M	400	WIRE TERMINATION LBR
100568	6.00	EA	M	3/0	WIRE TERMINATION LBR
	0.00				ITW
170384	1.00	EA	M	200A MCB 3PH4W	PNLBD W/BOLT-ON BKRS
TITLE	330.00	EA	M	2 1/2	EMT ON-TRAPEZE
10059	330.00	FT	M	2 1/2	EMT
20754	5.00	EA	M	2 1/2	EMT 90-ELBOW
20744	4.00	EA	M	2 1/2	EMT FIELD-BEND
80097	1,400.00	FT	M	250	XHHW COMPACT ALUM
30557	38.00	EA	M	2 1/2	EMT STEEL-COMP COUPLING
630173	55.00	EA	M	2 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
30683	4.00	EA	M	2 1/2	EMT STEEL COMP CONNECTOR
40145	4.00	EA	M	2 1/2	GROUNDING BUSHING
70231	350.00	FT	M	6.	GREEN THHN CU (GRD 200A)
TITLE	1.00	EA	M	18x18x6	PULL BOX-PAINT SCREW CVR NO/KO ON STEEL
710227	1.00	EA	M	18x18x6	PULL BOX-PAINT SCREW CVR NO/KO
630586	2.00	EA	M	1/4-20	ADJ BEAM CLAMP UP TO 1/2 FLANGE
160786	2.00	EA	M	1/4-20 x 1"	PLTD MACHINE SCREWS
160394	2.00	EA	M	1/4"	PLTD FLAT WASHER
160405	2.00	EA	M	1/4"	PLTD LOCK WASHER
	0.00				ITQ
TITLE	330.00	EA	M	2 1/2	EMT ON-TRAPEZE
10059	660.00	FT	M	2 1/2	EMT
20754	10.00	EA	M	2 1/2	EMT 90-ELBOW
20744	9.00	EA	M	2 1/2	EMT FIELD-BEND
80097	2,800.00	FT	M	250	XHHW COMPACT ALUM
30557	76.00	EA	M	2 1/2	EMT STEEL-COMP COUPLING
630173	110.00	EA	M	2 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30683	8.00	EA	M	2 1/2	EMT STEEL COMP CONNECTOR
40145	8.00	EA	M	2 1/2	GROUNDING BUSHING
70233	700.00	FT	M	3.	GREEN THHN CU (GRD 400A)
170388	1.00	EA	M	400A MCB 3PH4W	PNLBD W/BOLT-ON BKRS
100570	24.00	EA	M	250	WIRE TERMINATION LBR
100562	6.00	EA	M	3.	WIRE TERMINATION LBR
	0.00				32C
170380	1.00	EA	M	100A MCB 3PH4W	PNLBD W/BOLT-ON BKRS
TITLE	10.00	EA	M	1 1/2	EMT ON SURFACE STRUT
10057	10.00	FT	M	1 1/2	EMT
20752	2.00	EA	M	1 1/2	EMT 90-ELBOW
20742	0.00	EA	M	1 1/2	EMT FIELD-BEND
70038	100.00	FT	M	3.	THHN/THWN CU (STR)
70230	25.00	FT	M	8	GREEN THWN CU (GRD 100A)
30555	3.00	EA	M	1 1/2	EMT STEEL-COMP COUPLING
630170	3.00	EA	M	1 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30681	2.00	EA	M	1 1/2	EMT STEEL COMP CONNECTOR

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
40131	2.00	EA	M	1 1/2	GRND BUSHING INSULATED
	0.00				32L
170380	1.00	EA	M	100A MCB 3PM4W	PNLBD W/BOLT-ON BKRS
TITLE	20.00	EA	M	1 1/2	EMT ON SURFACE STRUT
10057	20.00	FT	M	1 1/2	EMT
20752	2.00	EA	M	1 1/2	EMT 90-ELBOW
20742	2.00	EA	M	1 1/2	EMT FIELD-BEND
70038	140.00	FT	M	3.	THHN/THWN CU (STR)
70230	35.00	FT	M	8	GREEN THHN CU (GRD 100A)
30555	4.00	EA	M	1 1/2	EMT STEEL-COMP COUPLING
630170	5.00	EA	M	1 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30661	2.00	EA	M	1 1/2	EMT STEEL COMP CONNECTOR
40131	2.00	EA	M	1 1/2	GRND BUSHING INSULATED
	0.00				32D
TITLE	60.00	EA	M	2 1/2	EMT ON SURFACE STRUT
10059	60.00	FT	M	2 1/2	EMT
20754	3.00	EA	M	2 1/2	EMT 90-ELBOW
20744	3.00	EA	M	2 1/2	EMT FIELD-BEND
70232	80.00	FT	M	4.	GREEN THHN CU (GRD 300A)
30557	9.00	EA	M	2 1/2	EMT STEEL-COMP COUPLING
630173	10.00	EA	M	2 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30663	2.00	EA	M	2 1/2	EMT STEEL COMP CONNECTOR
40145	2.00	EA	M	2 1/2	GROUNDING BUSHING
TITLE	10.00	EA	M	1/2"	STRUT SURFACE STL-BEAM
240010	15.00	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
160798	20.00	EA	M	1/2-13x1-1/2"	PLTD MACHINE SCREWS
160397	20.00	EA	M	1/2"	PLTD FLAT WASHER
160409	20.00	EA	M	1/2"	PLTD LOCK WASHER
160182	20.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP
TITLE	1.00	EA	M	GALV	PNL MTG KIT STRUT
240063	23.00	FT	M	1 5/8" x 7/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
160246	10.00	EA	M	1/4 x 2 1/4"	PLTD WEDGE ANCHOR
160394	10.00	EA	M	1/4"	PLTD FLAT WASHER
161238	10.00	EA	M	1/4 x 1 1/2 - 3"	HAMMER DRILLED HOLE



Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
240239	4.00	EA	M	1/4-20EG	STRUT SPRING NUT (1 5/8H)
240284	4.00	EA	M	1/4-20 x3/4	STRUT SCREWS
160413	4.00	EA	M	1/4 x 1"	PLTD FENDER WASHER
170395	1.00	EA	M	225A MCB 3PH4W	PHLBD W/BOLT-ON BKRS
	0.00				32B TO 3T-2A
190028	1.00	EA	M	300 KVA	3PH DRY XFMR FLOOR MTD
160256	4.00	EA	M	1/2 x 2 3/4"	PLTD WEDGE ANCHOR
161241	4.00	EA	M	1/2 x 1 1/2 - 3"	HAMMER DRILLED HOLE
161790	4.00	EA	M	4"x 4"x .04 57pd	POLYURETHANE PAD
TITLE	20.00	EA	M	2 1/2	EMT ON-TRAPEZE
10059	40.00	FT	M	2 1/2	EMT
20754	4.00	EA	M	2 1/2	EMT 90-ELBOW
20744	4.00	EA	M	2 1/2	EMT FIELD-BEND
80098	210.00	FT	M	300	XHHW COMPACT ALUM
30557	8.00	EA	M	2 1/2	EMT STEEL-COMP COUPLING
630173	7.00	EA	M	2 1/2	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30683	4.00	EA	M	2 1/2	EMT STEEL COMP CONNECTOR
40145	4.00	EA	M	2 1/2	GROUNDING BUSHING
TITLE	3.00	EA	M		TRAPEZE 1/2-THREADED-ROD/ STL-BEAM
240010	4.50	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV
161296	24.00	FT	M	1/2-13	THREADED ROD
240243	6.00	EA	M	1/2-13EG	STRUT SPRING NUT (1 5/8H)
160998	12.00	EA	M	1/2-13	PLTD HEX NUTS
160397	12.00	EA	M	1/2"	PLTD FLAT WASHER
160409	12.00	EA	M	1/2"	PLTD LOCK WASHER
160182	6.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP
100029	6.00	EA	M	300	AL/CU CRIMP LUG 2-HOLE
70234	70.00	FT	M	2.	GREEN THHN CU (GRD 500A)
100023	4.00	EA	M	2.	AL/CU CRIMP LUG 2-HOLE
500199	4.00	EA	M	2 1/2	ENCLOSURE HOLE PUNCH -STEEL
TITLE	3.00	EA	M	3 1/2	FLEXIBLE ALUM CONDUIT
50027	18.00	FT	M	3 1/2	FLEXIBLE ALUM CONDUIT
50060	3.00	EA	M	3 1/2	FLEX COND ANGLE (INS-THROAT CONN
50071	3.00	EA	M	3 1/2	FLEX COND STRAIGHT INS-THROAT CONN

Phase: DISTRIBUTION EQUIPMENT  
SubPhase: NEW FEEDERS

Item #	Qty	U/M	Q/M	Size	Description
40135	6.00	EA	M	3 1/2	GRND BUSHING INSULATED
80049	252.00	FT	M	600	THHN COMPACT ALUM
70237	60.00	FT	M	2/0	GREEN THHN CU (GRD 1000A)
100033	24.00	EA	M	600	AL/CU CRIMP LUG 2-HOLE
100025	6.00	EA	M	2/0	AL/CU CRIMP LUG 2-HOLE
500201	6.00	EA	M	3 1/2	ENCLOSURE HOLE PUNCH - STEEL
170290	1.00	EA	M	1200A MCB	DISTRIBUTION PANELBOARD W/BKRS
	0.00				3T-2X
TITLE	25.00	EA	M	4	EMT ON-TRAPEZE
10062	25.00	FT	M	4	EMT
20757	2.00	EA	M	4	EMT 90-ELBOW
20747	2.00	EA	M	4	EMT FIELD-BEND
630176	5.00	EA	M	4	CABLE/CONDUIT 1-PIECE STRUT CLAMP
30686	2.00	EA	M	4	EMT STEEL COMP CONNECTOR
40148	2.00	EA	M	4	GROUNDING BUSHING
60103	120.00	FT	M	700	XHHW COMPACT ALUM
70236	40.00	FT	M	1/0	GREEN THHN CU (GRD 800A)
TITLE	3.00	EA	M	4	FLEXIBLE ALUM CONDUIT
50028	9.00	FT	M	4	FLEXIBLE ALUM CONDUIT
50061	3.00	EA	M	4	FLEX COND ANGLE INS-THROAT CONN
50072	3.00	EA	M	4	FLEX COND STRAIGHT INS-THROAT CONN
40148	6.00	EA	M	4	GROUNDING BUSHING
100031	24.00	EA	M	400	AL/CU CRIMP LUG 2-HOLE
190896	1.00	EA	M	225 KVA	3PH DRY XFMR 480P/208S
TITLE	3.00	EA	M	3	FLEXIBLE ALUM CONDUIT
50026	18.00	FT	M	3	FLEXIBLE ALUM CONDUIT
50037	3.00	EA	M	3	FLEX COND ANGLE CONN
50046	3.00	EA	M	3	FLEX COND STRAIGHT CONN
40134	6.00	EA	M	3	GRND BUSHING INSULATED
80047	252.00	FT	M	400	THHN COMPACT ALUM
70237	60.00	FT	M	2/0	GREEN THHN CU (GRD 1000A)

Phase Totals:

Job Totals:

Job ID: PG-23-116A  
Project: Albany Airport BP-04



CO: 6846-02A-REV 3: ASI 19-21

Change Order Summary

5 Sep 2024 14:07:00

Tax Rate status: Default      Bid Name: BASE BID      Bid Template: SHORT MARKUP -ELECTRIC

Drawing	Phase	Quote \$	Material \$	Equip \$	SubCon \$	Labor Hrs
	DISTRIBUTION EQUIPMENT > CREDITS	0.00	-120,943.29	0.00	0.00	-1,731.53
	DISTRIBUTION EQUIPMENT > NEW FEEDERS	0.00	153,472.80	0.00	0.00	2,004.20
	EQUIPMENT	0.00	0.00	1,100.00	0.00	0.00
	Sheet Totals:	0.00	32,529.51	1,100.00	0.00	272.67

Bid Notes:

Tax:	0.00	0.00	0.00	0.00
Sub Total (Quo/Mat/Equip/Sub):				33,629.51
Sales Tax:				0.00
Sub Total:				33,629.51
Direct Labor \$:				28,995.44
Indirect Labor \$:				0.00
Labor Escalation:				0.00
Labor Tax:				0.00
Direct Job Costs (1.65%):				1,159.81
Prime Cost:				63,784.76
Overhead (Avg. 5.00%):				3,189.24
Net Cost:				66,974.00
Profit (Avg. 5.00%):				3,348.70
Job Tax:				0.00
Bond (0.0000%):				0.00
Lump Sum:				0.00
Selling Price:				70,322.70

TAX RATES

Material:	0.0000%
Quote:	0.0000%
Labor:	0.0000%
Equipment:	0.0000%
Subcontract:	0.0000%
Job:	0.0000%

MISCELLANEOUS

Avg. Lbr. Rate (Cost):	111.66
Avg. Lbr. Rate (Bid):	117.24
Total Square Feet:	1.00
Cost Per Sq. Ft.:	70,322.70
Labor \$ Per Sq. Ft.:	28,995.44
Labor Hrs Per Sq. Ft.:	272.67
Quantity of Units:	1.00
Cost Per Unit:	70,322.70
Calc. Adjustment:	0.00%

LABOR ADJUST										
ESTIMATED HOURS	ELECTRICAL	MACHINE OPERATOR	LOW VOLTAGE	Labor Class 4	Labor Class 5	Labor Class 6	Labor Class 7	Labor Class 8	Labor Class 9	Labor Class 10
REGULAR	272.67	--	--	--	--	--	--	--	--	--
OVERTIME	--	--	--	--	--	--	--	--	--	--
SHIFT-2	--	--	--	--	--	--	--	--	--	--
SHIFT-3	--	--	--	--	--	--	--	--	--	--
DOUBLE TIME	--	--	--	--	--	--	--	--	--	--
ESTIMATED HOURS:	272.67	--	--	--	--	--	--	--	--	--
LOSS LBR ADJ:	--	--	--	--	--	--	--	--	--	--
CALCULATED HRS										
REGULAR	272.67	--	--	--	--	--	--	--	--	--
OVERTIME	--	--	--	--	--	--	--	--	--	--
SHIFT-2	--	--	--	--	--	--	--	--	--	--
SHIFT-3	--	--	--	--	--	--	--	--	--	--
DOUBLE TIME	--	--	--	--	--	--	--	--	--	--
TOTAL ADJ LABOR:	272.67	--	--	--	--	--	--	--	--	--

**TOTAL ADJUSTED LABOR HOURS:** 272.67

DIRECT LABOR						
Labor Class	Job Description	Labor Type	Crew	Rate	Man Hours	Extension
ELECTRICAL	FOREMEN (WORKING)	REGULAR	1	\$111.71	136.33	\$15,229.83
	JOURNEYMEN	REGULAR	1	\$100.97	136.33	\$13,765.61

**AVERAGE DIRECT LABOR RATE:** \$106.34

**TOTAL DIRECT LABOR:** \$28,995.44

INDIRECT LABOR			
Labor Description	Hours	Rate	Ext \$

**TOTAL INDIRECT LABOR:** \$0.00

DIRECT LABOR TOTAL:	28,995.44
INDIRECT LABOR TOTAL:	0.00
LABOR ESCALATION:	0.00
LABOR \$ ADJUSTMENT:	0.00
LABOR TAX:	0.00
<b>LABOR TOTAL:</b>	<b>\$28,995.44</b>

MATERIAL:	32,529.51
MATERIAL ESCALATION:	0.00
MATERIAL ADJUSTMENT:	0.00
MATERIAL TAX:	0.00
<b>MATERIAL TOTAL:</b>	<b>\$32,529.51</b>

QUOTES		
Component	Vendor	Amount



QUOTED MATERIAL:	0.00
ADJUSTMENT:	0.00
QUOTE TAX:	0.00
<b>QUOTED MATERIAL TOTAL:</b>	<b>\$0.00</b>

SUBCONTRACTS		
Component	Vendor	Amount

SUBCONTRACTS:	0.00
ADJUSTMENT:	0.00
SUBCONTRACT TAX:	0.00
<b>SUBCONTRACTS TOTAL:</b>	<b>\$0.00</b>

EQUIPMENT		
Component	Vendor	Amount
SCISSOR LIFT	Skyworks Equip Rental	1,100.00

EQUIPMENT:	1,100.00
ADJUSTMENT:	0.00
EQUIPMENT TAX:	0.00
<b>EQUIPMENT TOTAL:</b>	<b>\$1,100.00</b>

DIRECT JOB COSTS	
Description	Dollars
WARRANTY	289.95
SAFETY	869.86

DIRECT JOB COSTS:	1,159.81
ADJUSTMENT:	0.00
<b>TOTAL DIRECT JOB COSTS:</b>	<b>\$1,159.81</b>
<b>JOB COST w/NO OVERHEAD:</b>	<b>\$63,784.76</b>

OVERHEAD	
MATERIAL OVERHEAD:(5% markup)	1,626.48
QUOTES OVERHEAD:(5% markup)	0.00
LABOR OVERHEAD:(5% markup)	1,449.77
SUBCONTRACTS OVERHEAD:(5% markup)	0.00
EQUIPMENT OVERHEAD:(5% markup)	55.00
DJC OVERHEAD:(5% markup)	57.99

<b>TOTAL OVERHEAD:</b>	<b>\$3,189.24</b>
<b>JOB COST w/OVERHEAD:</b>	<b>\$66,974.00</b>

<b>PROFIT</b>	
MATERIAL PROFIT:(5% markup)	1,707.80
QUOTES PROFIT:(0% markup)	0.00
LABOR PROFIT:(5% markup)	1,522.26
SUBCONTRACTS PROFIT:(0% markup)	0.00
EQUIPMENT PROFIT:(5% markup)	57.75
DJC PROFIT:(5% markup)	60.89

<b>TOTAL PROFIT:</b>	<b>\$3,348.70</b>
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<b>MISCELLANEOUS</b>	
JOB TAX:	0.00
BOND:	0.00

<b>MISCELLANEOUS TOTAL:</b>	<b>\$0.00</b>
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<b>LUMP SUM</b>	
LUMP SUM 1:	0.00
LUMP SUM 2:	0.00
LUMP SUM 3:	0.00
LUMP SUM 4:	0.00

<b>LUMP SUM TOTAL:</b>	<b>\$0.00</b>
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<b>BID TOTAL:</b>	<b>\$70,322.70</b>
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PCO-054







MLB Construction Services LLC  
 One Stone Break Road  
 Malta, NY 12020  
 Tel: 518-289-1371  
 Fax: 518-289-1652

## PROPOSAL

**SUBMITTED TO:**

Rob Wagner  
 Turner Construction Company  
 1 Computer Drive South  
 Albany, NY 12205

**PROJECT NAME**

Alb. Airport 21-1082-STR & INT

**PROJECT NO.**

23-114

**DATE**

5/13/24

**PROPOSAL NO.**

8

**PROPOSAL AMOUNT**

\$ 11,024.29

Per NOC 8 dated 2/12/2024, MLB Construction Services LLC is pleased to present our proposal for the following:

Please see attached ASI-026 that revised the cornice detail shown on A-326.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Gypsum Drywall				\$10,499.32		\$10,499.32
					Subtotal:	\$10,499.32
		MLB OH&P (Subcontractor)		\$10,499.32	5.00%	\$524.97
					Total:	<b>\$11,024.29</b>

If you have any questions, please contact me at 518-289-1371.

- ☒ We reserve the right to request an extension of time together with additional cost incurred at a later date.  
☐ We request calendar days extension of time for the above work.  
☐ This proposal may be withdrawn by us if not accepted within 10 days.

WE HAVE NOT BEEN DIRECTED TO PROCEED WITH THIS WORK.

OWNER MUST RETURN THIS PROPOSAL WITH THEIR SIGNED APPROVAL SHOWN BELOW BEFORE WORK CAN BEGIN.

Submitted by:

Craig Dittl

MLB Construction Services LLC

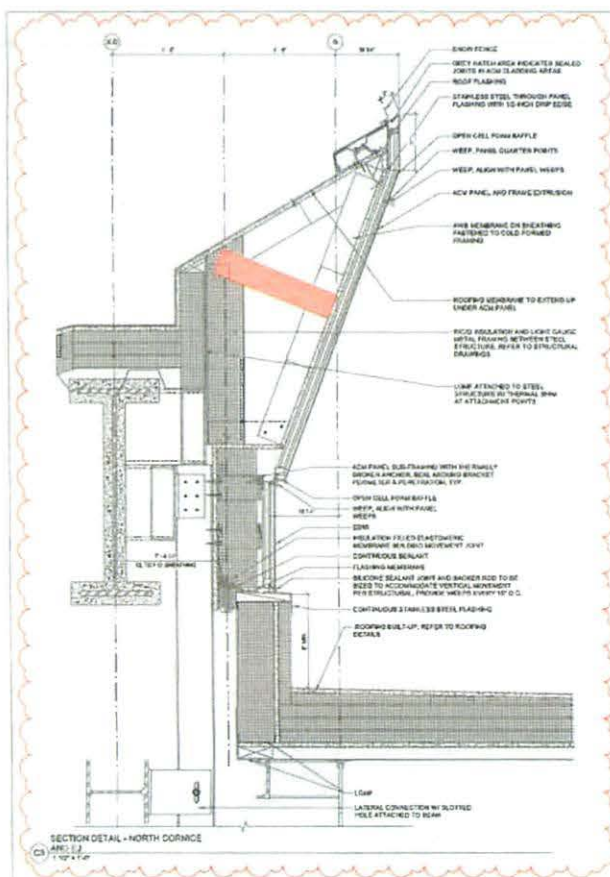
Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: JMD/SAS/File (MLB Construction Services, LLC)

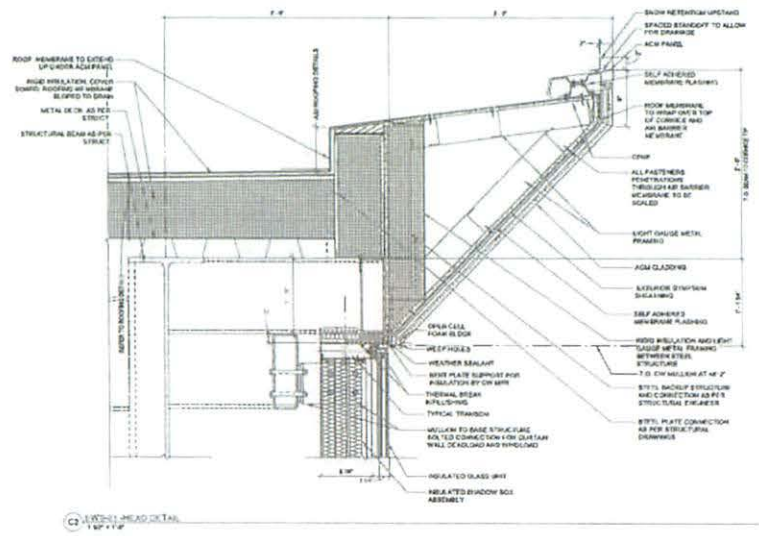
## Change Order



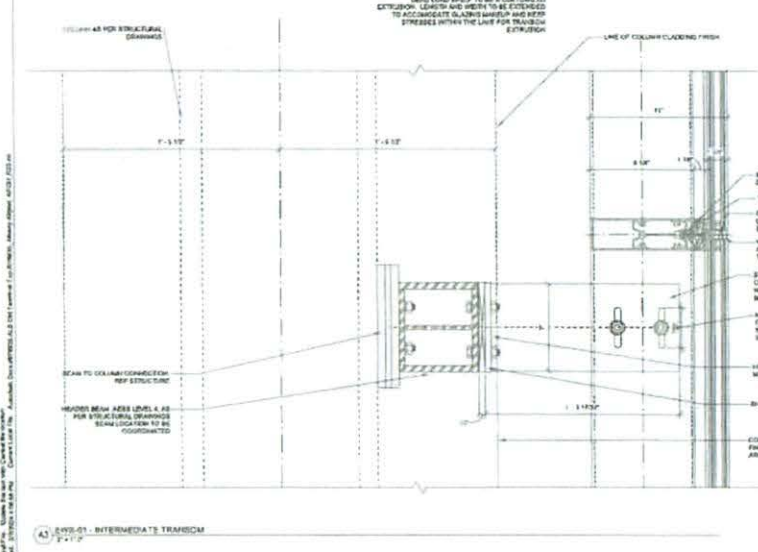


NOTE

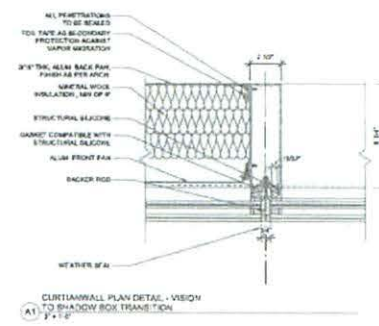
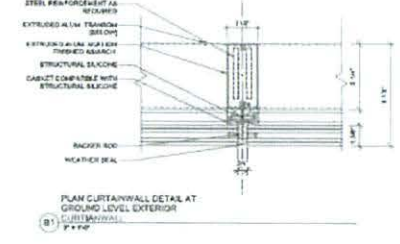
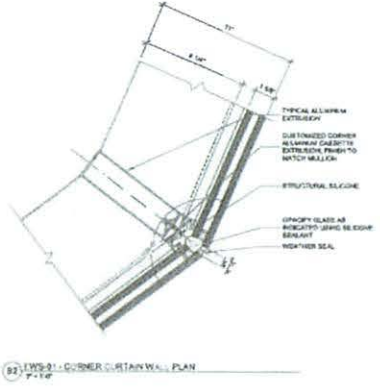
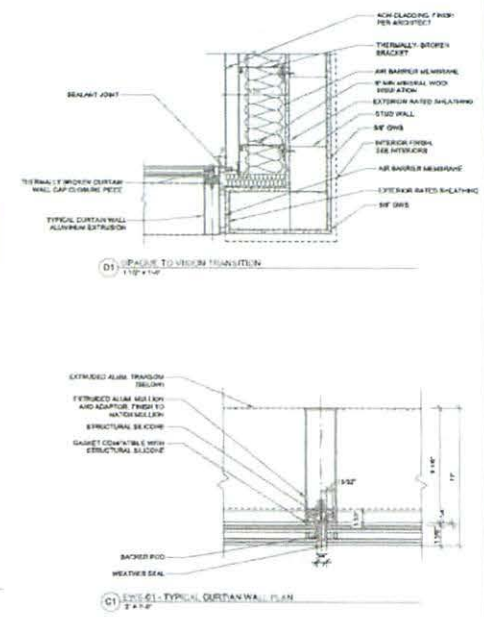
1. CURTAINWALL WIND LOADS AND DEAD LOAD BRACKET CONNECTION TO REMAIN BUILDING STRUCTURE TO BE DEVELOPED BY TRANSFER BLAST LEVER TO PERMIT BY DEVIATIONS



ASI-026  
CD



EWS-01 - EWS-02 VISION TO OPAQUE TRANSITION - PLAN VIEW  
1/4" = 1'-0"



BID PACKAGE #  
ISSUED FOR BID

ALB - Central Terminal  
Passenger Screening

ENVELOPE DETAILS -  
CURTAINWALL

Scale: 1/4" = 1'-0"

A-326









MLB Construction Services LLC  
One Stone Break Road  
Malta, NY 12020  
Tel: 518-289-1371  
Fax: 518-289-1652

PCO-077cR1 Approved 11.20.24 \$93,002

## PROPOSAL

SUBMITTED TO:

Rob Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

PROJECT NAME

Alb. Airport 21-1082-STR & INT

PROJECT NO.

23-114

DATE

11/20/24

PROPOSAL NO.

57R1

PROPOSAL AMOUNT

\$ 93,002.00

Per NOC 57R1 dated 11/20/2024, MLB Construction Services LLC is pleased to present our proposal for the following:

This NOC is for the electrical/data/FA work related to ASIs 052 and 053 for THE WEST SIDE OF THE FACILITY ONLY.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Electrical Systems				\$88,958.43		\$88,958.43
					Subtotal:	\$88,958.43
		MLB OH&P (Subcontractor)		\$80,871.30	5.00%	\$4,043.57
					Total:	\$93,002.00

If you have any questions, please contact me at 518-289-1371.

- ☒ We reserve the right to request an extension of time together with additional cost incurred at a later date.  
☐ We request calendar days extension of time for the above work.  
☐ This proposal may be withdrawn by us if not accepted within 10 days.

WE HAVE NOT BEEN DIRECTED TO PROCEED WITH THIS WORK.

OWNER MUST RETURN THIS PROPOSAL WITH THEIR SIGNED APPROVAL SHOWN BELOW BEFORE WORK CAN BEGIN.

Submitted by:

Craig Dittl

MLB Construction Services LLC

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: JMD/SAS/File (MLB Construction Services LLC)

PCO-077c

## Craig Dittl

---

**From:** Everett Jones <ejones@martinelectric.com>  
**Sent:** Tuesday, October 22, 2024 10:40 AM  
**To:** Craig Dittl  
**Cc:** Kevin Gibson; Roberta Whiteman; Kendra Hart; Jeffrey Lino; Kelsey Martin  
**Subject:** 6846-08R1 PCO-077c [MLB NOC-057] Turner Comments

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Craig, Revised per the request of TCCO. FS&S is a Fire Alarm vendor and they have only provided us with the final breakdown of days and hours worked. If Rob has any questions, please have him give me a call we would like to resolve this as soon as possible.

[CO PROPOSAL - T&M\\_6846-08R1 - ASI-043\\_ASI-053 Westside Only\\_241021-Final.pdf \(2.5 MB\)](#)

Sincerely,  
*Everett Jones*, PE  
(518) 391-1398

**From:** Craig Dittl <cdittl@mlbind.com>  
**Sent:** Monday, October 21, 2024 9:09 AM  
**To:** Everett Jones <ejones@martinelectric.com>  
**Cc:** Kevin Gibson <KGibson@martinelectric.com>  
**Subject:** FW: PCO-077c [MLB NOC-057] Turner Comments

Everett – please see below in relation to the Back-of-House ~~East~~ Tickets.

West

Craig Dittl, Senior Project Manager  
MLB Construction Services, LLC



**Over 75 Years of Construction Excellence**

1 Stonebreak Road Malta, NY 12020  
P: 518.289.1371 EXT. 146 C: 518.450.9774  
[www.mlbconstructionservices.com](http://www.mlbconstructionservices.com)

Proud Members Of:





**JOB #6846-08R1**

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

October 21, 2024

Prepared by: Everett Jones

Contact Info: [ejones@martinelectric.com](mailto:ejones@martinelectric.com)

Attn: Craig Dittl

[cdittl@mlbind.com](mailto:cdittl@mlbind.com)

**RE: Albany Airport BP-04 – NOC # 17 (ASI-043 & ASI-053 Westside Only)**

Craig,

Martin Electric is pleased to provide this T&M CO Proposal for the above referenced project on the **westside only** for the Elevator Shaft & FDC relocations associated with ASI-043 and the Electrical Demolitions associated with ASI-053. Please review our clarifications and exclusions for this scope, and thank you for this opportunity.

## SCOPE OF WORK

- Take the Fire Alarm System offline to remove Fire Alarm devices on the westside only.
- Install new conduits for preparation for Fire Alarm reconfiguration on the westside only.
- Pull the new Fire Alarm cable to new points.
- Rework existing Fire Alarm wires once devices are removed and put the system back online.
- Test all devices upon completion.
- LOTO existing circuits on the westside only to rework the existing conduits and install new conduit and wire. DEMO all old existing conduit and wire, energize and test the circuits.
- DEMO and refeed circuits in existing conduits on the westside only.

## CLARIFICATIONS

- Please reference the attached 44-signed T&M Tickets. (1690, 1691, 1692, 1697, 1698, 1732, 1733, 1734, 1735, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1769, 1770, 1771, 1774, 1775, 1776, 1778, 1785, 1797, 1798, **1799 (Voided)**, 1800, 1801, 1802, 1803, 1804, 1805, 1811, 1812, 1813, 1817)
- Coordinate work with MLB.
- All Labor, Material, Management, Equipment, Tools, and Service Vehicles included.
- Please reference updated **PROPOSAL TERMS**, regarding the Commodities Market.

NYS Certified WBE File #8942  
164 Columbia Turnpike, Rensselaer NY, 12144

[www.martinelectric.com](http://www.martinelectric.com)



**JOB #6846-08R1**

**MLB Constructors Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

October 21, 2024

Prepared by: Everett Jones

Contact Info: ejones@martinelectric.com

## APPROACH

Martin Electric plans to approach this project in the following manner:

- Review all the requirements of the systems/equipment to be installed with the appointed representative.
- Review and determine with the site representative the proposed routing, for approval, prior to installation of conduit, and wire.
- Review and make every effort to expedite delivery of long lead materials.
- Complete the installation of the required services within schedule, unless delayed by others.
- Evaluate project activity periods and maintain scheduled activity completions.

## EXCLUSIONS

- Dumpster Cost of any type.
- Cost for seismic restraints of any type.
- System design or re-design requirements.
- All field modifications of equipment furnished by others.
- Third party or certification testing of the electrical systems.
- Any concrete, cutting, patching, or painting.
- Any excavation and backfill.
- Any cost associated with utility usage.
- Fireproofing not included.

## PROPOSAL COST

Based on the Services to provide the Proposed Scope of Work, the Approach, and the Clarifications, Inclusions and Exclusions listed above; Martin Electric is proposing the amount of:

MATERIAL	\$ 4,915.12
LABOR	\$ 79,727.02
SUBCONTRACTOR	\$ 4,316.29
<b>TOTAL</b>	<b>\$ 88,958.43</b>





**JOB #6846-08R1**

**MLB Constructions Services, LLC.**

1 Stonebreak Rd. Malta, NY 12020

October 21, 2024

Prepared by: Everett Jones

Contact Info: [ejones@martinelectric.com](mailto:ejones@martinelectric.com)

## **PROPOSAL TERMS:**

Terms for payment shall be net 30 days based on a schedule of values from the contract. This quote is valid for **15 days** due to the current market for commodities and Material pricing will be updated, as necessary, upon the date of Approval, and is made contingent upon both parties reaching mutually agreeable terms and conditions.

## **NOTICE:**

THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY. Given the existence of the coronavirus pandemic, Martin Electric Inc. will use its best efforts to staff and supply this project to be able to hit the scheduled completion date but reserves its right to seek an excusable extension of time if Martin Electric Inc., or its subcontractors and suppliers are unable to maintain planned crew sizes due to the illness, supply shortages or governmental restraints on business, travel and/or assembly. To the extent that the project is suspended pursuant to the terms of the proposed Martin Electric Inc. Subcontract, we intend to seek additional costs associated with the suspension.

6846-08 ASI 043 & 053																																																				
1770-1799																																																				
GT VOID 1774 1775 1776 1785 1797 1798 1800 1801 1802 1803 1804 1805 1811 1812 1813 1817																																																				
Ticket #	1690	1691	1692	1697	1698	1732	1733	1734	1735	1746	1747	1748	1749	1750	1751	1752	1759	1760	1761	1762	1763	1764	1765	1769	1770	GT	1771	1778	1774	1775	1776	1785	1797	1798	1800	1801	1802	1803	1804	1805	1811	1812	1813	1817								
Rate	Employees	4/6/2024	4/6/2024	4/11/2024	4/13/2024	4/15/2024	4/17/2024	4/19/2024	4/21/2024	4/23/2024	4/25/2024	4/27/2024	4/29/2024	4/31/2024	5/3/2024	5/5/2024	5/7/2024	5/9/2024	5/11/2024	5/13/2024	5/15/2024	5/17/2024	5/19/2024	5/21/2024	5/23/2024	5/25/2024	5/27/2024	5/29/2024	5/31/2024	6/2/2024	6/4/2024	6/6/2024	6/8/2024	6/10/2024	6/12/2024	6/14/2024	6/16/2024	6/18/2024	6/20/2024	6/22/2024	6/24/2024	6/26/2024	6/28/2024	6/30/2024								
GF J Neils	8	8	8	5	5	8	8	5	8	8	8	2	7	3	8	8	8	6	8	8	8	8	8	8	8	1	5	2	0	8	8	8	4	8	2	2	8	4	5	3	5	6	1	1	1	258	1	\$ 122.90	\$ 163.87	\$ 31,872.07		
JW B Shady	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7	0	\$ 100.97	\$ 132.49	\$ 706.79					
JW J Hess	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	8	8	0	8	8	8	0	5	0	0	8	8	8	4	8	7	0	0	0	0	0	0	0	0	0	0	0	136	0	\$ 100.97	\$ 132.49	\$ 13,731.92
JW R Ohlerich	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	\$ 100.97	\$ 132.49	\$ 807.76		
JW T Shook	0	0	0	0	0	8	8	6	8	8	8	2	8	3	8	8	8	6	8	0	8	8	8	8	8	0	5	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	166	0	\$ 100.97	\$ 132.49	\$ 16,761.02	
JW K Kelter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8	6	4	6	1	0	0	0	0	21	0	\$ 100.97	\$ 132.49	\$ 2,120.37			
F L Hotaling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	7	4	8	6	4	6	6	3	0	1	58	0	\$ 111.71	\$ 147.96	\$ 6,479.18			
	8	8	8	5	10	16	16	11	16	16	16	4	23	10	24	24	32	12	24	16	20	24	24	24	24	1	15	2	0	24	24	24	8	24	16	6	16	17	17	13	12	12	4	3	2	654	1			\$ 72,479.11		
																																												10% OH&P			\$ 7,247.91					
																																												Labor								
																																												Subtotal			\$ 79,727.02					

1846 Sup 1650 Included

1846 Sup 1717 Included - TCCO Acknowledgment 05/28/24

1846 Sup 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024



No. 17505

DATE	4-8-24	JOB NO.	6896-08
NAME	Albany Airport		
LOCATION	Albany Airport		
WEATHER CONDITIONS	sun 50		
ATTENTION	Rutnick Patrick		
PHONE	518 693-2977		

DESCRIPTION OF WORK	EQUIPMENT - MAKE	
Identify conduits and circuits within in Area for Elevator Relocation 2nd floor sterile side.	<input type="checkbox"/> BUCKET TRUCK	<input type="checkbox"/> ROTARY HAMMER
	<input type="checkbox"/> DELIVERY TRUCK	<input type="checkbox"/> CORE DRILL
	<input type="checkbox"/> SKID STEER	<input type="checkbox"/> PUNCH SET
	<input type="checkbox"/> TRENCHER	<input type="checkbox"/> CRIMPER
	<input type="checkbox"/> COMPRESSOR	<input type="checkbox"/> BENDERS
	<input type="checkbox"/> GENERATOR	<input type="checkbox"/> METERS

[illegible]

ORDER ORDERED BY  CUSTOMER APPROVAL SIGNATURE <i>Paul R. Hargrove</i> TCC (OTD)	DATE TOTAL DUE
--	-------------------

SHRS  
EA.

Page of Pages

# Fire Security & Sound Systems

4 Avis Drive Suite 110

Latham Ny 12110

Phone 518-250-4064

Fax 518-250-4065

seanreilly@firesecuritysound.com

518-727-6972

## Quote

### Client

Name Albany Airport

Martin Electric

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date 10/21/2024

Contact Everett Jones

JOB Albany Airport  
Elevator 6 Relocation

	PROVIDE AND CHECKOUT THE FOLLOWING	Unit Price	TOTAL
	<b>Elavator 6 Relocation T &amp; M</b>		
2	04/09/24 1 Technician 2 hours Onsite Labor Met George martin onsite to review what is needed for elevator 6 relocation. Supplied George martin a wire rout for the floor loop on 2nd floor. George martin will trace circuit run new raceways and pull wire prepping to reroute circuit.	135.00	270.00
3	05/20/24 1 Technician 3 hours Onsite Labor Met with Jamie went over wires in demo area and showed what panel they were fed from	135.00	405.00
16	06/12/24 2 Technicians 16 hours Onsite Labor Working with Jamie to move wires for new elevator location.	135.00	2,160.00
8	06/13/24 1 Technician 8 hours Onsite Labor Network download and fireworks reconfiguration.	135.00	1,080.00
This bid is subject to the attached terms and conditions			

### Project

Print Name \_\_\_\_\_ PO# \_\_\_\_\_

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

SubTotal **3,915.00**

Shipping & Handling \_\_\_\_\_

State Tax 8.00% **Not Included**

Local Tax 0.00%

**Total \$ 3,915.00**

**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical General Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 63.30**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	3.92	/hr.
1.00%	<b>Federal Unemployment</b>	\$	0.63	/hr.
9.90%	<b>State Unemployment</b>	\$	6.27	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	5.46	/hr.
1.45%	<b>Medicare</b>	\$	0.92	/hr.
2.00%	<b>Liability Insurance **</b>	\$	1.27	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.19	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$		18.66

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.90	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	8.96	/hr.
<b>Total Supplemental Benefits</b>	\$		40.94

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 122.90**Other:**

		/hr.
\$		/hr.
\$		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.



**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical General Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 94.95**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	5.89	/hr.
1.00%	<b>Federal Unemployment</b>	\$	0.95	/hr.
9.90%	<b>State Unemployment</b>	\$	9.40	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	8.18	/hr.
1.45%	<b>Medicare</b>	\$	1.38	/hr.
2.00%	<b>Liability Insurance **</b>	\$	1.90	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.28	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$	27.98	

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.90	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	8.96	/hr.
<b>Total Supplemental Benefits</b>	\$	40.94	

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 163.87**Other:**

		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.

**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical General Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 126.60**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	7.85	/hr.
1.00%	<b>Federal Unemployment</b>	\$	1.27	/hr.
9.90%	<b>State Unemployment</b>	\$	12.53	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	10.91	/hr.
1.45%	<b>Medicare</b>	\$	1.84	/hr.
2.00%	<b>Liability Insurance **</b>	\$	2.53	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.38	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$		37.31

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.90	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	8.96	/hr.
<b>Total Supplemental Benefits</b>	\$		40.94

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 204.85**Other:**

		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.

Standard Time**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 55.99**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	3.47	/hr.
1.00%	<b>Federal Unemployment</b>	\$	0.56	/hr.
9.90%	<b>State Unemployment</b>	\$	5.54	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	4.83	/hr.
1.45%	<b>Medicare</b>	\$	0.81	/hr.
2.00%	<b>Liability Insurance **</b>	\$	1.12	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.17	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$	16.50	

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.68	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	7.46	/hr.
<b>Total Supplemental Benefits</b>	\$	39.22	

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 111.71**Other:**

		/hr.
\$		/hr.
\$		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.

Premium Time**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 83.99**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	<u>5.21</u>	/hr.
1.00%	<b>Federal Unemployment</b>	\$	<u>0.84</u>	/hr.
9.90%	<b>State Unemployment</b>	\$	<u>8.31</u>	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	<u>7.24</u>	/hr.
1.45%	<b>Medicare</b>	\$	<u>1.22</u>	/hr.
2.00%	<b>Liability Insurance **</b>	\$	<u>1.68</u>	/hr.
0.30%	<b>Disability Insurance</b>	\$	<u>0.25</u>	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$	<u>24.75</u>	

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	<u>1.68</u>	/hr.
<b>Health and Welfare</b>	\$	<u>14.14</u>	/hr.
<b>Pension</b>	\$	<u>11.44</u>	/hr.
<b>Annuity</b>	\$	<u>3.45</u>	/hr.
<b>Education/App. Training</b>	\$	<u>0.88</u>	/hr.
<b>Industry</b>	\$	<u>0.17</u>	/hr.
<b>Other: Fringe Benefits</b>	\$	<u>7.46</u>	/hr.
<b>Total Supplemental Benefits</b>	\$	<u>39.22</u>	

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 147.96**Other:**

		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.



## Albany International Airport Terminal Expansion

BP-04

Double Time**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical Foreman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 111.98**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	6.94	/hr.
1.00%	<b>Federal Unemployment</b>	\$	1.12	/hr.
9.90%	<b>State Unemployment</b>	\$	11.09	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	9.65	/hr.
1.45%	<b>Medicare</b>	\$	1.62	/hr.
2.00%	<b>Liability Insurance **</b>	\$	2.24	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.34	/hr.

**Total Payroll Taxes and Insurance** \$ 33.00**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.68	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	7.46	/hr.

**Total Supplemental Benefits** \$ 39.22**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 184.20**Other:**

		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursable within the labor rate.

Standard Time**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical Journeyman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 48.69**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	3.02	/hr.
1.00%	<b>Federal Unemployment</b>	\$	0.49	/hr.
9.90%	<b>State Unemployment</b>	\$	4.82	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	4.20	/hr.
1.45%	<b>Medicare</b>	\$	0.71	/hr.
2.00%	<b>Liability Insurance **</b>	\$	0.97	/hr.
0.30%	<b>Disability Insurance</b>	\$	0.15	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$		14.36

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.46	/hr.
<b>Health and Welfare</b>	\$	14.14	/hr.
<b>Pension</b>	\$	11.44	/hr.
<b>Annuity</b>	\$	3.45	/hr.
<b>Education/App. Training</b>	\$	0.88	/hr.
<b>Industry</b>	\$	0.17	/hr.
<b>Other: Fringe Benefits</b>	\$	6.38	/hr.
<b>Total Supplemental Benefits</b>	\$		37.92

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 100.97**Other:**

		/hr.
\$		/hr.
\$		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursable within the labor rate.

## Albany International Airport Terminal Expansion

BP-04

Premium Time**WAGE RATE BREAKDOWN****Subcontractor Name:** George J. Martin & Son, Inc**Trade:** Electrical Journeyman**Effective Date:** 01-Jun-24**Expiration Date:** 31-May-25**Base Hourly Rate** \$ 73.04**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	4.53 /hr.
1.00%	<b>Federal Unemployment</b>	\$	0.73 /hr.
9.90%	<b>State Unemployment</b>	\$	7.23 /hr.
8.62%	<b>Worker's Compensation *</b>	\$	6.30 /hr.
1.45%	<b>Medicare</b>	\$	1.06 /hr.
2.00%	<b>Liability Insurance **</b>	\$	1.46 /hr.
0.30%	<b>Disability Insurance</b>	\$	0.22 /hr.

**Total Payroll Taxes and Insurance** \$ 21.53**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	1.46 /hr.
<b>Health and Welfare</b>	\$	14.14 /hr.
<b>Pension</b>	\$	11.44 /hr.
<b>Annuity</b>	\$	3.45 /hr.
<b>Education/App. Training</b>	\$	0.88 /hr.
<b>Industry</b>	\$	0.17 /hr.
<b>Other: Fringe Benefits</b>	\$	6.38 /hr.

**Total Supplemental Benefits** \$ 37.92**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 132.49**Other:**

		/hr.
	\$	- /hr.
	\$	- /hr.
	\$	- /hr.
	\$	- /hr.
	\$	- /hr.
	\$	- /hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.

Albany International Airport Terminal Expansion

BP-04

Double Time

**WAGE RATE BREAKDOWN**

**Subcontractor Name:** George J. Martin & Son, Inc

**Trade:** Electrical Journeyman

**Effective Date:** 01-Jun-24

**Expiration Date:** 31-May-25

**Base Hourly Rate** \$ 97.38

**Payroll Taxes and Insurance**

6.20%	<b>F.I.C.A./Social Security</b>	\$	<u>6.04</u>	/hr.
1.00%	<b>Federal Unemployment</b>	\$	<u>0.97</u>	/hr.
9.90%	<b>State Unemployment</b>	\$	<u>9.64</u>	/hr.
8.62%	<b>Worker's Compensation *</b>	\$	<u>8.39</u>	/hr.
1.45%	<b>Medicare</b>	\$	<u>1.41</u>	/hr.
2.00%	<b>Liability Insurance **</b>	\$	<u>1.95</u>	/hr.
0.30%	<b>Disability Insurance</b>	\$	<u>0.29</u>	/hr.
	<b>Total Payroll Taxes and Insurance</b>	\$	<u>28.69</u>	

**Supplemental Benefits**

<b>Vacation and Holiday</b>	\$	<u>1.46</u>	/hr.
<b>Health and Welfare</b>	\$	<u>14.14</u>	/hr.
<b>Pension</b>	\$	<u>11.44</u>	/hr.
<b>Annuity</b>	\$	<u>3.45</u>	/hr.
<b>Education/App. Training</b>	\$	<u>0.88</u>	/hr.
<b>Industry</b>	\$	<u>0.17</u>	/hr.
<b>Other: Fringe Benefits</b>	\$	<u>6.38</u>	/hr.
<b>Total Supplemental Benefits</b>	\$	<u>37.92</u>	

**Total Hourly Rate: Base Rate, PTI and Supp. Benefits (No O&P)** \$ 163.99

**Other:**

		/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.
\$	-	/hr.

\* Worker's Compensation is the net Contractor costs after applying territory adjustments, experience modifications discounts(s) and assessments.

\*\*Only Liability Insurance that is payroll related is reimbursible within the labor rate.



## **AGENDA ITEM NO. 12**

### **Authorization of Federal and State Grants**

## **AGENDA ITEM NO. 12.1**

**Grant Agreement: Authorization to Accept  
Federal and State Grants –  
Concourse A Modernization**

AGENDA ITEM NO: 12.1  
MEETING DATE: February 10, 2025

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
02/10/2025

**DEPARTMENT:** *Legal Department*

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

**PURPOSE OF REQUEST:**

Grant Agreement: *Authorization to Accept Federal and State Grants –  
Concourse A Modernization*

**CONTRACT AMOUNT:**

Grant Amount: *\$10,600,000 – FAA 90%  
\$278,948 NYSDOT 5%  
\$278,947 ACAA 5%  
\$11,157,895 – Total*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No     NA  
Funding Account No.: N/A

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

Federal: 90% State: 5% Airport: 5%  
Term of Funding: 2024 (FAA Fiscal Year)  
Federal AIP Grant No.: 3-36-0001-152-2024; NYSDOT Grant Pin No.: 1A00.33

**JUSTIFICATION:**

*Authorization is requested to accept both federal and state grant funding for the Concourse A Modernization Project. This grant is awarded through the Bipartisan Infrastructure Law funding source for the FAA's Fiscal Year 2024. The funding split is 90% federal, 5% state and 5% local.*

*Reference is made to Agenda Item No. 12.1 presented to and approved by the Board on August 12, 2024. The August 12, 2024 item contemplated acceptance of FAA funding alone and did not include the 5% state and 5% local shares for the remainder of the estimated project cost.*

AGENDA ITEM NO: 12.1  
MEETING DATE: February 10, 2025

**PROCUREMENT DEPARTMENT APPROVAL:**

*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES \_\_\_\_\_ NA ✓*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA \_\_\_\_\_**

**BACK-UP MATERIAL:**

*Please refer to the attached final grant application package.*



<p style="text-align: center;"><b>AVIATION</b> <b>CAPITAL PROJECT AGREEMENT</b></p>
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**Albany International Airport**  
**PROJECT NO(S). 1A00.32; 1A00.33**  
**CONTRACT NO. K007602**

THIS AGREEMENT made this 12th day of August, 2024 by and between the People of the State of New York (hereinafter referred to as "State") acting by and through the Commissioner of Transportation (hereinafter referred to as "Commissioner" and "Department" respectively) with offices at 50 Wolf Rd, Albany, New York 12232, and the Albany County Airport Authority (hereinafter referred to as "Grantee") with offices at Albany, New York.

WHEREAS, Article 2 of the Transportation Law authorizes the Commissioner to provide for the accomplishment of airport or aviation projects, and to provide funding to private owners, municipalities and authorities in connection therewith; and

WHEREAS, the Grantee is the sponsor of an airport known as Albany International Airport in Albany County (hereinafter referred to as the "Airport"); and

WHEREAS, the Grantee has made and will make application to the Commissioner for State aid for the accomplishment of airport or aviation projects at the Airport; and

WHEREAS, the Grantee has applied for and will secure available Federal Assistance for the Projects from the Federal Aviation Administration, (hereinafter called "FAA Grant Agreements"); and

WHEREAS, the Projects will be approved by the Commissioner as consistent with sound transportation development policy and planning concepts and eligible for State participation; and

WHEREAS, the Grantee is authorized to enter into this Agreement by resolution, a copy of which is attached hereto and made a part hereof; and

WHEREAS, State funding for said airport or aviation projects has been and will be provided by budget bills duly enacted into law.

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, the State and the Grantee agree as follows:

**Article 1. Purpose of Agreement.**

The purpose of this Agreement is to provide for the undertaking of airport or aviation projects (each project hereinafter referred to as the "Project"), the details of which are more fully described in Schedule A-1 and A-2 attached hereto, with State financial assistance to the Grantee in the form of a grant, and to state the terms, conditions, requirements, and

restrictions upon which such State assistance will be provided and the mutual understandings and agreements of the parties as to the manner in which the Project will be undertaken and completed, and the Project facilities and equipment will be used. This grant is established with the Grantee for a period of ten years commencing on the date first above written after this Agreement is approved by the State Comptroller, and terminating ten years therefrom, and shall not be dependent on the official duty continuity of the signatories or their successors. The Agreement may be concluded at any time upon written agreement between the Commissioner and the official representative(s) of the Grantee subject to the written approval of the State Comptroller.

## Article 2. Documents Forming the Agreement.

Schedule A-1 and A-2, containing individual project information including project description, cost, funding allocation and schedule, is attached hereto and is hereby made a part of this agreement as if set forth fully herein.

Appendix A, standard clauses for all New York State contracts, is attached hereto and is hereby made a part of this agreement as if set forth fully herein.

Appendix A-1, Supplemental Title VI Provisions (Civil Rights Act)

Appendix B, containing State bidding requirements, is attached hereto and is hereby made a part of this agreement as if set forth fully herein.

Resolution of the Grantee (if applicable) affirming the terms of this Agreement and authorizing the Agreement to be executed.

## Article 3. The Project.

The Grantee agrees to complete and provide for the use of project facilities and equipment in accordance with Federal law, rules and the FAA Grant Agreements, and the terms and conditions of this Agreement. The Grantee shall commence and continue operation of the Project upon its completion and shall not discontinue operation or dispose of the Project without the approval of the Commissioner. The Grantee shall also provide for the payment of its share of the cost of the Project.

## Article 4. The Grant.

The State share of project costs is fifty percent of the non-Federal costs to complete the Project approved by the Commissioner and procured in part through Federal funding. The maximum amount of the State's share of funding is as set forth in Schedule A. The Grantee agrees to apply for additional Federal assistance which may become available for the Project, subject to such conditions as the Commissioner may require, in order to maximize the amounts of Federal assistance received or to be received for all projects in the State.

#### Article 5. Use of Project Facilities and Equipment.

- a. On completion of the Project, the Grantee shall commence and continue operation and maintenance of the Project at its own cost and shall not discontinue operation, or dispose of the Project, without the approval of the Commissioner, for the period of time corresponding to the period of useful life for the Project as determined by reference to Section 61 of the State Finance Law.
- b. No part of any Project or Project facility shall be sold, rendered unusable, or otherwise relinquished without obtaining prior written approval of the Commissioner and State Comptroller. If any Project parts or facilities are so sold, other than for their replacement in such service with like facilities or equipment, the State share of the proceeds of such a sale will be returned to the State Comptroller for deposit in the General Fund.
- c. The Grantee will operate and maintain the Airport in full compliance with the terms of the FAA Grant Agreement and all the covenants made by the Grantee to the FAA are deemed made to the State by this Agreement as if fully set forth herein.
- d. All facilities of the Airport developed with State aid and all those usable for the landing and taking off of aircraft, will be available to State Aircraft at all times, without charge.
- e. The Grantee shall submit to the Commissioner, at such time as he may require, such financial statements, operating information and other data as may be deemed necessary by the Commissioner to assure compliance with this Agreement and to prepare his annual report on the scope and results of the Project. The Airport and all Airport records and documents affecting the Airport and deeds, leases, operation and use agreements, and other instruments, will be made available for inspection by any duly authorized representative of the Commissioner upon reasonable request. The Grantee will furnish to the Commissioner upon request, a true copy of any such document.

#### Article 6. Accomplishment of the Project.

- a. Pursuant to Federal, State and Local Law. In the event that any election, referendum, approval, permit, notice or other proceedings or authorization is requisite under applicable law to enable the Grantee to enter into this Agreement or to undertake the Project hereunder, or to observe, assume, or carry out any of the provisions of this Agreement, the Grantee will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

- b. Funds of the Grantee. The Grantee shall initiate and prosecute to completion all proceedings necessary to enable the Grantee to provide its share of actual total cost of the Project, as provided in Schedule A of this Agreement, on or prior to the time that such funds are needed to meet the Project costs.
- c. Submission of Proceedings, Contracts and Other Documents. The Grantee shall submit to the Commissioner and the State Comptroller such data, reports, records, contract and other documents relating to the Project as the Commissioner and the State Comptroller may require.

#### Article 7. The Project Budget.

Costs for any new Project approved by the FAA and the Commissioner, and costs incurred for any change that increases the State share set forth in Schedule A or any amendment thereto, will be eligible for State reimbursement under this Agreement only after an amendment is made to the Agreement in writing and approved by the State Comptroller.

#### Article 8. Accounting Records.

- a. Establishment and Maintenance of Accounting Records. The Grantee shall establish and maintain for the Project, in accordance with requirements established by the Commissioner, and approved by the State Comptroller, separate accounts within its existing accounting system or set up independently, to be known as the project account. The Grantee shall segregate and group project costs so that it can furnish on due notice, cost information in the following cost classifications:
  - i. Purchase price or value of land
  - ii. Incidental costs of land acquisition
  - iii. Costs of contract construction
  - iv. Costs of force account construction
  - v. Engineering costs of plans and designs
  - vi. Engineering costs of supervision and inspection
  - vii. Other administrative costs
  - viii. Costs of equipment acquisition
  - ix. Miscellaneous costs not otherwise included



- b. Funds Received or Made Available for the Project. The Grantee shall record in the project account, as they are received, all grant payments received from the Federal Government on account of the Project. The Grantee shall also record in the project account such funds as it may allocate for payment of its share of the actual cost of the Project. The Grantee shall advise the Commissioner monthly in writing of the amounts recorded in the project account or at such times as the Commissioner may prescribe. The Commissioner or the State Comptroller may audit the project account at such times as the Commissioner or the State Comptroller may require.
- c. Costs Incurred for the Project. The Grantee shall charge to the project account all eligible costs of the Project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of the Commissioner shall not be considered eligible costs. In specific cases, where it is impractical to determine precise costs of certain indirect or service functions, eligible costs will include such allowances for these costs as may be approved by the Commissioner and the State Comptroller. Such approval will be based upon an audit determination that the amounts reimbursed will not exceed actual cost.
- d. Eligible Costs. Eligible Project costs consist of any costs involved in accomplishing a project including those of:
  - (1) Making field surveys;
  - (2) Preparing plans and specifications;
  - (3) Accomplishing or procuring the accomplishing of the work;
  - (4) Supervising and inspecting construction work;
  - (5) Acquiring land or an interest therein, or any easement through or other Interest in airspace; and
  - (6) Administrative and other incidental costs incurred specifically in connection with accomplishing project, and that would not have otherwise been incurred.
- e. The costs described in this section, including the value of land, labor, materials and equipment donated or loaned to the Grantee and appropriated to the Project by the Grantee, are eligible for consideration as to their allowability, except for:
  - (1) That part of the cost of acquiring an existing private airport that represents the cost of acquiring passenger automobile parking facilities and buildings to be used as hangars;

- (2) The cost of materials and supplies owned by the Grantee or furnished from a source of supply owned by the Grantee if:
    - (i) Those materials and supplies were used for airport development before the effective date of the grant; or
    - (ii) Those costs are not supported by proper evidence of quantity and value.
  - (3) The cost of nonexpendable machinery, tools, or equipment owned by the Grantee and used under a project by the Grantee's force account, except to the extent of the fair rental value of that machinery, tools, or equipment for the period it is used on the project;
  - (4) The value of any land, including improvements, donated to the sponsor by another public agency; and
  - (5) Any costs incurred in connection with raising funds by the Grantee, including interest and premium charges and administrative expenses involved in conducting bond elections and in the sale of bonds.
- f. To be an eligible project cost, for the purposes of computing the amount of a grant, an item that is paid or incurred must, in the opinion of the Commissioner:
  - (1) Have been necessary to accomplish airport development in conformity with the approved plans and specifications for an approved project and with the terms of the grant agreement for the project;
  - (2) Be reasonable in amount;
  - (3) Have been incurred after the effective date of the Grant Agreement, except for those costs incurred to apply for Federal funds; prepare project engineering reports, plans and specifications; to identify, describe and determine value of land acquisition required for the project such as surveys, title searches and abstracts, appraisals and legal fees and to acquire real property; and
  - (4) Be supported by satisfactory evidence.
- g. Documentation of Project Costs. All costs charged to the project account, including any approved services contributed by the Grantee or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges, in accordance with the rules and regulations of the Commissioner as approved by the State Comptroller.

- h. Checks, Orders and Vouchers. Any check or order drawn by the Grantee with respect to any item which is or will be chargeable against the project account will be drawn only in accordance with a properly signed voucher then on file in the office of the Grantee stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and to the extent feasible, kept separate and apart from all other such documents.
- i. Reports. The Grantee shall prepare an interim report at the end of its fiscal year accounting for the expenditures of the funds of the State, the Grantee, any Federal agency, and any other source with respect to the Project.

#### Article 9. Payments

- a. Payments shall be made to the Grantee upon request to the Commissioner under the following conditions:
  - i. Such request for reimbursement of the State's share of authorized project expenditures shall be made on a regular periodic basis, as approved by the Commissioner. Cumulative payment requests shall in no event exceed the total cumulative amount of State funding approved by the Commissioner.
  - ii. Such request shall be in a form established by the Commissioner, and shall include a certification that Federal reimbursement has been received therefor. The documents supporting such expenditures by the Grantee shall be maintained in a secure manner by the Grantee at its headquarters or at such other place as shall be readily accessible to the Commissioner and the State Comptroller for purposes of auditing project costs and expenditures. All such accounting records shall be retained by the Grantee until six (6) years after final payment is made hereunder.
  - iii. Subject to the other provisions hereof, applications for payment will be honored by the Commissioner except that the State may elect by notice in writing to withhold any payment if:
    - (1) Misrepresentation. The Grantee shall have made any misrepresentation of a material nature in its application for funds hereunder, or any supplement thereto or amendment thereof, or in or with respect to any document data furnished to the Commissioner or other State official in connection with a Project under this Agreement;

- (2) Litigation. There is then pending litigation with respect to the performance by the Grantee of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement, or payments to the Project;
  - (3) Concurrence by State. The Grantee shall have taken any action pertaining to the Project which under the established procedures require the prior approval of the Commissioner or shall have made related expenditures or incurred related obligations without the approval of the Commissioner;
  - (4) Conflict of Interest. There has been in connection with the Project any violation of the conflict of interest rule, regulation, ordinance or statute applicable to the Grantee, its officers, members, or employees; or
  - (5) Default. The Grantee shall be in default under any of the provisions of this Agreement.
- b. In no event shall the making by the State of any payment pursuant to this Agreement constitute or be construed as a waiver by the State of any breach of covenant or any default which may then exist, on the part of the Grantee, and the making of any such payment by the State while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the State in respect of such breach or default.

#### Article 10. Termination of Suspension of State's Obligation.

- a. Termination or Suspension Generally. If the Grantee abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in paragraphs (1) to (5), inclusive, of Article 9 a.iii. hereof, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Grantee is rendered improbable, infeasible, impossible or illegal, the Commissioner may, by written notice to the Grantee, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Commissioner may terminate any or all of its obligations under this Agreement.
- b. Action Subsequent to Notice of Termination or Suspension. Upon receipt of any final termination notice under this Section, the Grantee shall proceed promptly to carry out the actions required therein which may include any or all of the following:
  - i. Necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other actions as may be required or desirable to keep a minimum State costs.



- ii. Furnish a statement of the status of the Project activities and of the project account as well as a proposed schedule, plan and budget for terminating or suspending the closing out project activities and contracts, and other undertakings the cost of which are otherwise includable as project costs; and
- iii. Provide to the Commissioner an estimate of the State's share of the costs arising from the termination, suspension, or closing out of such activities, contracts, and other undertakings. The closing out shall be carried out in conformity with the latest schedule, and budget approved by the Commissioner upon the basis of terms and conditions imposed by the Commissioner upon the failure of the Grantee to furnish the schedule, plan and budget within a reasonable time. The acceptance of a remittance by the State of any or all Project Funds previously received by the Grantee or the closing out of State financial participation in the Project shall not constitute a waiver of any claim which the State may otherwise have arising out of this Agreement.

#### Article 11. Audit Disallowances.

Costs claimed or previously reimbursed that cannot be supported as outlined herein are subject to audit disallowance by the Commissioner, the State Comptroller, the FAA, and/or the Officer of the Inspector General of the U.S. Department of Transportation. Amounts paid to the Grantee that are subsequently disallowed are subject to recovery by the Commissioner, or at the option of the State, will be offset or reduced against current or future reimbursement claims on the same or other projects.

#### Article 12. Audit and Inspection.

The Grantee shall permit, and shall require its contractors to permit the Commissioner's and the State Comptroller's authorized representatives to inspect all work, materials, payrolls, records of personnel, invoices of materials and other relevant construction, equipment, data and records; and to audit the books, records and accounts of the Grantee pertaining to the Grant and the development of the Project.

#### Article 13. Manner of Performing Work.

The work constituting the Project may be performed by the employment of the forces and the use of the equipment of the Grantee as authorized by the Commissioner or by contract let pursuant to bidding procedures, more particularly referred to in Appendix B hereof.

#### Article 14. Executory Clause.

The Grantee agrees that this Agreement shall be deemed executor only to the extent of the monies available, and no liability shall be incurred by the State beyond the monies available for the purpose.

#### Article 15. E-Mail Provision Notice.

1. All notices permitted or required hereunder shall be in writing and shall be transmitted either:
  - (a) via certified or registered United States mail, return receipt requested;
  - (b) by facsimile transmission;
  - (c) by personal delivery;
  - (d) by expedited delivery service; or
  - (e) by e-mail.

Such notices shall be addressed as follows or to such different addresses as the parties may from time-to-time designate:

##### **State of New York Department of Transportation**

**Name:** Keely Bannister  
**Title:** Intermodal Transportation Specialist 2  
**Address:** NYSDOT Aviation Bureau  
50 Wolf Road P.O.D. 5-4  
Albany, NY 12232  
**Telephone Number:** 518-485-5008  
**Facsimile Number:** 518-457-9779  
**E-Mail Address:** keely.bannister@dot.ny.gov

##### **Albany County Airport Authority**

**Name:** Mr. Peter Stuto Esq.  
**Title:** Acting Chief Executive Officer  
**Address:** 737 Albany Shaker Road, Main Terminal - Suite 300, Albany, NY 12211  
**Telephone Number:** (518) 242-2222  
**Facsimile Number:**  
**E-Mail Address:** pstuto@albanyairport.com

2. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

3. The parties may, from time to time, specify any new or different address in the United States as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the parties for purposes of implementation and administration/billing, resolving issues and problems and/or for dispute resolution.

## Article 16. Contract Payments.

Contractor shall provide complete and accurate billing invoices to the Agency in order to receive payment. Billing invoices submitted to the Agency must contain all information and supporting documentation required by the Contract, the Agency and the State Comptroller. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at [www.osc.state.ny.us/epay/index/htm](http://www.osc.state.ny.us/epay/index/htm), by e-mail at [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us) or by telephone at 518-474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Contract: K007602  
Grantee: Albany County Airport Authority  
Facility: ALBANY INTERNATIONAL



### Schedule A-1

PIN	Project Description	Estimated Total Cost	Federal Share	Local Share	State Share
1A00.32	Rehabilitate 8,500 feet of the existing RW 1/19 Pavement including In-Pavement Lighting - Construct 5,700 feet of new South Side Perimeter Service Road - Design and Construction of both Scopes	\$10,363,176.00	\$9,326,858.00	\$518,159.00	\$518,159.00

Maximum State Share Payable\* \$595,882.85

\* The State share payable under this Agreement is 50% of the non-federal share of eligible costs. In accordance with the separate federal grant referenced herein, the federal share shown above may be increased administratively, upon request of the grantee based on increases in eligible costs, to a maximum of 15%. If and when the federal share increases, the State share shall be increased proportionately, without further amendment to this Agreement, up to the maximum amount shown above.



Contract: K007602  
Grantee: Albany County Airport Authority  
Facility: ALBANY INTERNATIONAL



## Schedule A-2

PIN	Project Description	Estimated Total Cost	Federal Share	Local Share	State Share
1A00.33	Acquire and Install two New Passenger Boarding Bridges to Accommodate more Aircraft Operations at 100% eligibility - Gates A1 & A2, Design and Construction - Reconstruct 33,000 Sq Ft of Existing Terminal A, Level 1 and Level 2 Building Space at 90.1% eligibility- Reconstruct existing Concourse Area, Holdrooms, Seating Areas, and Gate Areas, including construction of one new ADA Restroom— Design & Construction	\$11,157,895.00	\$10,600,000.00	\$278,947.00	\$278,948.00

Maximum State Share Payable\* \$320,790.20

\* The State share payable under this Agreement is 50% of the non-federal share of eligible costs. In accordance with the separate federal grant referenced herein, the federal share shown above may be increased administratively, upon request of the grantee based on increases in eligible costs, to a maximum of 15%. If and when the federal share increases, the State share shall be increased proportionately, without further amendment to this Agreement, up to the maximum amount shown above.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the date hereinabove set forth.

Department of Transportation Certification

“In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract.”

THE PEOPLE OF THE STATE OF NEW YORK

GRANTEE

By: \_\_\_\_\_  
Commissioner of Transportation

By: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED:

By: \_\_\_\_\_  
New York State Attorney General

By: \_\_\_\_\_  
For the New York State  
Comptroller pursuant to Section  
112 of the State Finance Law

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF NEW YORK )  
 )s.:  
COUNTY OF )

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came  
\_\_\_\_\_, to me know and known to me to be the  
\_\_\_\_\_ of the \_\_\_\_\_, the same person  
described in and who executed the foregoing instrument; that she/he is authorized to execute  
the foregoing instrument on behalf of the \_\_\_\_\_ pursuant to and as  
provided by statute.

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

## **APPENDIX A**

# **STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS**

**PLEASE RETAIN THIS DOCUMENT  
FOR FUTURE REFERENCE.**

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## **STANDARD CLAUSES FOR NYS CONTRACTS**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract (the word “Contractor” herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State’s previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller’s approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor’s business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State’s prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER’S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller’s approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller’s approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

**4. WORKERS’ COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor’s employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in

accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS).** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992 (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS).** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business and Technology Development  
625 Broadway  
Albany, New York 12245  
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue 33rd Floor  
New York, NY 10017  
646-846-7364  
email: [mwbusinessdev@esd.ny.gov](mailto:mwbusinessdev@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public

Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual



employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions,

seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

## **APPENDIX A-1 SUPPLEMENTAL TITLE VI PROVISIONS (CIVIL RIGHTS ACT)**

(To be included in all contracts)

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in Federally assisted programs of the Department of Transportation of the United States, Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, religion, age, color, sex, national origin, and/or disability/handicap in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin, sex, age, and disability/handicap.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by NYSDOT or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to NYSDOT's Office of Civil Rights or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, NYSDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

  - a) Withholding of payments to the contractor under the contract until the contractor complies; and/or
  - b) Cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontractor procurement as NYSDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request NYSDOT to enter into such litigation to protect the interests of NYSDOT, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**APPENDIX B**  
**REQUIREMENTS FOR FEDERALLY-AIDED TRANSPORTATION PROJECTS**  
*(June 2016)*

There is a substantial body of requirements attached to the use of Federal highway or transportation aid. These requirements create or overlay processes, procedures, documentation requirements, authorizations, approvals and certifications that may be substantially greater or different from those that are not funded with Federal-aid and proceed under applicable State and local laws, customs and practices. Under Title 23 of the United States Code, the New York State Department of Transportation (NYSDOT) is responsible for the administration of transportation projects in New York State to which NYSDOT provides Federal highway or transportation-related aid. Through this Agreement, which provides or is associated with such funding, NYSDOT delegates various elements of project and funding administration as described elsewhere in this Agreement. In undertaking a Federally aided project, the Municipality/Sponsor, Authority or Project Manager designated under this Agreement with Federal-aid funding or project administration agrees to proceed in compliance with all the applicable Federal-aid requirements.

NYSDOT, in cooperation with FHWA, has assembled the body of Federal-aid requirements, procedures and practices in its Procedures for Locally Administered Federal-Aid Projects Manual (available through NYSDOT's web site at: <http://www.dot.ny.gov/plafap>). In addition, the Municipality/Sponsor, Authority or Project Manager designated under this Agreement for Federal-aid funding or project administration that enters into Federally aided project construction contracts is required to physically incorporate into all its Federally aided construction contracts and subcontracts there under the provisions that are contained in Form FHWA-1273 (available from NYSDOT or electronically at: <http://www.fhwa.dot.gov/programadmin/contracts/1273.htm>).

In addition to the referenced requirements, the attention of Municipality/Sponsor hereunder is directed to the following requirements and information:

**NON DISCRIMINATION/EEO/DBE REQUIREMENTS**

The Municipality/Sponsor and its contractors agree to comply with Executive Order 11246, entitled "Equal Employment Opportunity" and United States Department of Transportation (USDOT) regulations (49 CFR Parts 21, 23, 25, 26 and 27) and the following:

1. **NON DISCRIMINATION.** No person shall, on the ground of race, color, creed, national origin, sex, age or handicap, be excluded from participation in, or denied the benefits of, or be subject to, discrimination under the Project funded through this Agreement.
2. **EQUAL EMPLOYMENT OPPORTUNITY.** In connection with the execution of this Agreement, the Municipality/Sponsors contractors or subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, age, color, sex or national origin. Such contractors shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin or age. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

3. **DISADVANTAGED BUSINESS ENTERPRISES.** In connection with the performance of this Agreement, the Municipality/Sponsor shall cause its contractors to cooperate with the State in meeting its commitments and goals with regard to the utilization of Disadvantaged Business Enterprises (DBEs) and will use its best efforts to ensure that DBEs will have opportunity to compete for subcontract work under this Agreement. Also, in this connection the Municipality or Municipality/Sponsor shall cause its contractors to undertake such actions as may be necessary to comply with 49 CFR Part 26.

As a sub-recipient under 49 CFR Part 26.13, the Municipality/Sponsor hereby makes the following assurance.

The Municipality/Sponsor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any United States Department of Transportation (USDOT)-assisted contract or in the administration of its Disadvantaged Business Enterprise (DBE) program or the requirements of 49 CFR Part 26. The Municipality/Sponsor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of the United States Department of Transportation-assisted contracts. The New York State Department of Transportation's DBE program, as required by 49 CFR Part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

### **FEDERAL SINGLE AUDIT REQUIREMENTS**

Non-Federal entities that expend \$750,000 or more in a year in Federal awards from all sources are required to comply with the Federal Single Audit Act provisions contained in U.S. Office of Management and Budget (OMB) Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. Non-Federal entities that expend Federal awards from a single source may provide a program specific audit, as defined in the Circular. Non-Federal entities that expend less than the amount above in a year in Federal awards from all sources are exempt from Federal audit requirements for that year, except as noted in Sec. 215 (a) of OMB Circular A-133 Subpart B--Audits, records must be available for review or audit by appropriate officials of the cognizant Federal agency<sup>1</sup> the New York State Department of Transportation, the New York State Comptrollers Office and the U.S. Governmental Accountability Office (GAO).

Non-Federal entities are required to submit a copy of all audits, as described above, within 30 days of issuance of audit report, but no later than 9 months after the end of the entity's fiscal year, to the New York State Department of Transportation, Contract Audit Bureau, 50 Wolf Road, Albany, NY 12232. Unless a time extension has been granted by the cognizant Federal Agency and has been filed with the New York State Department of Transportation's Contract Audit Bureau, failure to comply with the requirements of OMB Circular A-133 may result in suspension or termination of Federal award payments.

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<sup>1</sup> The designated cognizant agency for audit shall be the federal awarding agency that provides the predominant amount of direct funding to a recipient unless OMB changes it.



## **THE CATALOG OF FEDERAL DOMESTIC ASSISTANCE**

The Catalog of Federal Domestic Assistance ([CFDA](http://www.cfda.gov/)<sup>2</sup>), is an on-line database of all Federally-aided programs available to State and local governments (including the District of Columbia); Federally recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

## **THE CFDA IDENTIFICATION NUMBER**

OMB Circular A-133 requires all Federal-aid recipients to identify and account for awards and expenditures by CFDA Number. The Municipality/Sponsor is required to identify in its accounts all Federal awards received and expended, and the Federal programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass-through entity.

**The most commonly used CFDA number for the Federal Aid Highway Planning and Construction program is 20.205.**

**Additional CFDA numbers for other transportation and non-transportation related programs are:**

<b>20.215</b>	<b>Highway Training and Education</b>
<b>20.219</b>	<b>Recreational Trails Program</b>
<b>20.XXX</b>	<b>Highway Planning and Construction - Highways for LIFE;</b>
<b>20.XXX</b>	<b>Surface Transportation Research and Development;</b>
<b>20.500</b>	<b>Federal Transit-Capital Investment Grants</b>
<b>20.505</b>	<b>Federal Transit-Metropolitan Planning Grants</b>
<b>20.507</b>	<b>Federal Transit-Formula Grants</b>
<b>20.509</b>	<b>Formula Grants for Other Than Urbanized Areas</b>
<b>20.600</b>	<b>State and Community Highway Safety</b>
<b>23.003</b>	<b>Appalachian Development Highway System</b>
<b>23.008</b>	<b>Appalachian Local Access Roads</b>

## **PROMPT PAYMENT MECHANISMS**

In accordance with 49 CFR 26.29, and NY State Finance Law 139-f or NY General Municipal Law 106-b(2) as applicable:

**(a)** You must establish, as part of your DBE program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 7 calendar days from receipt of each payment you make to the prime contractor.

**(b)** You must ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 7 calendar days after the subcontractor's work is satisfactorily completed. You must use one of the following methods to comply with this requirement:

**(1)** You may decline to hold retainage from prime contractors and prohibit prime contractors from holding retainage from subcontractors.

**(2)** You may decline to hold retainage from prime contractors and require a contract clause obligating prime contractors to make prompt and full payment of any retainage kept by

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<sup>2</sup> <http://www.cfda.gov/>

prime contractor to the subcontractor within 7 calendar days after the subcontractor's work is satisfactorily completed.

(3) You may hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 7 calendar days after your payment to the prime contractor.

(c) For purposes of this section, a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the recipient. When a recipient has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

(d) Your DBE program must provide appropriate means to enforce the requirements of this section. These means may include appropriate penalties for failure to comply, the terms and conditions of which you set. Your program may also provide that any delay or postponement of payment among the parties may take place only for good cause, with your prior written approval.

(e) You may also establish, as part of your DBE program, any of the following additional mechanisms to ensure prompt payment:

(1) A contract clause that requires prime contractors to include in their subcontracts language providing that prime contractors and subcontractors will use appropriate alternative dispute resolution mechanisms to resolve payment disputes. You may specify the nature of such mechanisms.

(2) A contract clause providing that the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.

(3) Other mechanisms, consistent with this part and applicable state and local law, to ensure that DBEs and other contractors are fully and promptly paid.

## **CARGO PREFERENCE ACT REQUIREMENTS – U.S. FLAG VESSELS**

In accordance with 46 CFR 381, the contractor agrees:

- (a) To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
- (b) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b) (1) of this section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
- (c) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract.

## State Environmental Quality Review

In accordance with the rules, regulations, and procedures adopted by

Albany County Airport Authority

(or 6NYCRR Part 617 where the Municipal Corporation has not adopted such rules, regulations, and procedures) pursuant to the intent of the State Environmental Quality Review Act, the project described below is classified as a:

### CHECK ONE

- ☐ Type I Action - with possible significant effect (NEPA or SEQR DEIS, FEIS, and SEQR Record of Decision have been prepared).
- ☐ Type I Action - with no significant effect (Environmental Assessment Form or Environmental Assessment and Negative Declaration have been prepared and filed).
- ☐ Unlisted Action - with possible significant effect (NEPA or SEQR DEIS, FEIS, and SEQR Record of Decision have been prepared).
- ☐ Unlisted Action - with no significant effect (Environmental Assessment Form or Environmental Assessment and Negative Declaration have been prepared and filed).
- ☐ Type II Action
- ☐ Ministerial Act
- ☐ Exempt Act

### PROJECT DESCRIPTION

Rehabilitate 8,500 feet of the existing RW 1/19 Pavement including In-Pavement Lighting - Construct 5,700 feet of new South Side Perimeter Service Road - Design and Construction of both Scopes

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Authorized Signature

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Title

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Date

## State Environmental Quality Review

In accordance with the rules, regulations, and procedures adopted by

Albany County Airport Authority

(or 6NYCRR Part 617 where the Municipal Corporation has not adopted such rules, regulations, and procedures) pursuant to the intent of the State Environmental Quality Review Act, the project described below is classified as a:

### CHECK ONE

☐ Type I Action - with possible significant effect (NEPA or SEQR DEIS, FEIS, and SEQR Record of Decision have been prepared).

☐ Type I Action - with no significant effect (Environmental Assessment Form or Environmental Assessment and Negative Declaration have been prepared and filed).

☐ Unlisted Action - with possible significant effect (NEPA or SEQR DEIS, FEIS, and SEQR Record of Decision have been prepared).

☐ Unlisted Action - with no significant effect (Environmental Assessment Form or Environmental Assessment and Negative Declaration have been prepared and filed).

☐ Type II Action

☐ Ministerial Act

☐ Exempt Act

### PROJECT DESCRIPTION

Acquire and Install two New Passenger Boarding Bridges to Accommodate more Aircraft Operations at 100% eligibility - Gates A1 & A2, Design and Construction - Reconstruct 33,000 Sq Ft of Existing Terminal A, Level 1 and Level 2 Building Space at 90.1% eligibility- Reconstruct existing Concourse Area, Holdrooms, Seating Areas, and Gate Areas, including construction of one new ADA Restroom—Design & Construction

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Authorized Signature

---

Title

---

Date



## **AGENDA ITEM NO. 13**

**Informational Only**

**AGENDA ITEM NO. 14**

**To authorize the 2023-24 Air Service Incentive Program (ASIP) and the 2025 ASIP.**

AGENDA ITEM NO: 14  
MEETING DATE: February 10, 2025

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**ACAA Approved  
02/10/2025**

**DEPARTMENT: FINANCE**

**Contact Person:** *Margaret Herrmann, Acting Chief Financial Officer  
John A. O'Donnell, Chief Operating Officer*

**PURPOSE OF REQUEST:**

*To authorize the 2023-24 Air Service Incentive Program (ASIP) and the 2025 ASIP.*

**CONTRACT AMOUNT:**

**Total Contract Amount:** *Rates and Charges credits to an Airline providing qualifying service for qualifying period.*

**BUDGET INFORMATION:**

**Anticipated in Current Budget:** Yes No NA ✓  
**Funding Account Number:** Revenue Rebate Credit

**JUSTIFICATION:**

*Under the 2023-24 ASIP, American and Avelo are eligible for incentives for landing fees, terminal rents, boarding bridges, apron fees, fuel fees and marketing. Authorization grants approval to credit the participating airlines for the eligible incentives.*

*The 2025 Air Service Incentive Program (ASIP) will replace the 2023-24 ASIP and is designed to continue to support the attraction of new airline entrants and new service to underserved targeted destinations. The revisions reflect the Airports evolving Air Service Development Goals based upon the success of prior Air Service Incentive Programs and will be for 2025.*

*This authorization also permits the Authority to reimburse the airlines for the marketing incentives as provided for in the ASIP up to the maximum allowable amount with proper documentation.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*





**ALBANY**  
INTERNATIONAL AIRPORT

**ASIP**

2023-24 **AIR SERVICE  
INCENTIVE PROGRAM**



# AIR SERVICE INCENTIVE PROGRAM



## INTRODUCTION

The Albany County Airport Authority (ACAA), operator of Albany International Airport (ALB), is pleased to offer the Air Service Incentive Program (ASIP). The ASIP supports the strategies and objectives of the Airport's air service development efforts by encouraging incumbent and new entrant carriers to consider new market opportunities and expansion at ALB. The incentives offered in this ASIP are subject to all of the terms and provisions of this ASIP and subject to entering into a mutually satisfactory agreement between ACAA and the airline in furtherance of the AIP.

## ABOUT ALB

ALB's primary market includes more than 1.4 million residents within a one-hour drive of the airport, including the Capital Region, Western Massachusetts, and Southern Vermont. In 2019, ALB served over 1.5 million passengers with the services of 7 signatory airlines to 20 unique nonstop markets

County	2019 Population	County	2019 Population
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Montgomery	49,218		
Rensselaer	160,628	<b>Total</b>	<b>1,392,544</b>
Saratoga	232,599		
Schenectady	156,541		
Schoharie	31,439		
Warren	64,883		
Washington	61,919		



# AIR SERVICE INCENTIVE PROGRAM

## Objectives of the ALB ASIP:

- Stimulate domestic passenger air service at ALB.
- Stimulate international passenger service at ALB.
- Promote competition at ALB.

## Categories for the ASIP:

There are two categories of incentives under the ASIP:

### Domestic Service

- Targeted Markets
  - Year-Round
  - Seasonal
- Other Markets
  - Year-Round
  - Seasonal

### International Service

- Year-Round
- Seasonal

## Qualifying Air Service

Any new or additional nonstop airline passenger service is “Qualifying Air Service” if it is nonstop service and meets the criteria below, and does not reduce other existing service.



# GOING PLACES



# AIR SERVICE INCENTIVE PROGRAM

## Domestic Service Incentive Program

There are four Domestic Service Incentive Programs available. Eligible air service must provide at least two weekly nonstop flights to a target destination.

### Targeted Routes

#### Year-Round Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new targeted routes
  - Year 1 – up to \$250,000
  - Year 2 – up to \$250,000

#### Seasonal Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new targeted routes
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  - Year 2 – up to \$100,000

### New Routes - Other Domestic Service

Eligible air service must provide at least two weekly nonstop flights for any domestic route currently without nonstop service.

#### Year-Round Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
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  - Year 1 – up to \$100,000
  - Year 2 – up to \$100,000

#### Seasonal Service

*Incentive Term - 24 months*

##### Incentives:

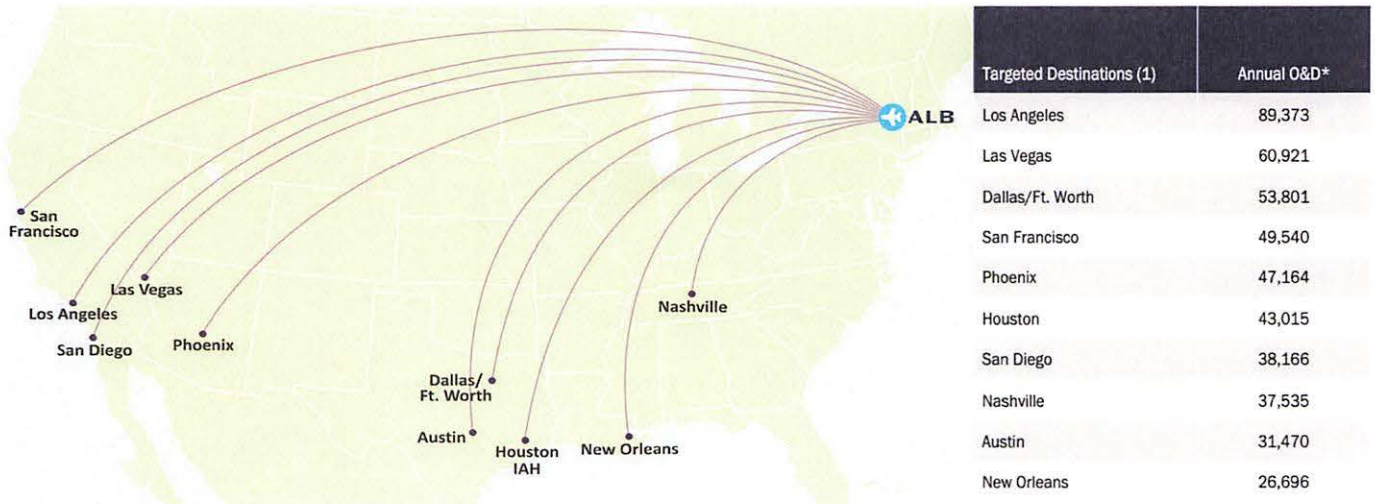
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- Marketing Incentives for new routes
  - Year 1 – up to \$50,000
  - Year 2 – up to \$50,000

Fee reductions would be applied on invoices as credits against the amount that would have otherwise been due in the same month the ASIP Qualifying Service is provided.

Incumbent Airlines would only receive reductions for the specific rates, fees, and charges shown above for qualifying flights unless leasing additional space and gates specifically for the additional service.

# AIR SERVICE INCENTIVE PROGRAM

## Targeted Domestic Expansion Markets



## New Entrant Incentive Program

Eligible air service from new entrants to ALB must provide at least two weekly nonstop flights.

### Targeted Routes

#### Year-Round Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new targeted routes
  - Year 1 – up to \$250,000
  - Year 2 – up to \$250,000

#### Seasonal Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new targeted routes
  - Year 1 – up to \$100,000
  - Year 2 – up to \$100,000



# AIR SERVICE INCENTIVE PROGRAM

## International Service Incentive Program

There are two International Service Incentive Programs available. Eligible air service must provide at least one weekly flight to an international destination.

### New Routes

#### Year-Round Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new routes
- Marketing Incentives for new international route
  - Year 1 – up to \$250,000
  - Year 2 – up to \$250,000

#### Seasonal Service

*Incentive Term - 24 months*

##### Incentives:

- Waived for 24 months: Landing Fees, Terminal Fees, Apron Fees, Boarding Bridge Fees, Low Volume Carrier Fee, Plane Hookup Fee, Fuel Farm Glycol Fee, Fuel Farm Fuel Flowage Fee
- Marketing Incentives for new routes
- Marketing Incentives for new international route
  - Year 1 – up to \$100,000
  - Year 2 – up to \$100,000

Fee reductions would be applied on invoices as credits against the amount that would have otherwise been due in the same month the ASIP Qualifying Service is provided.

Incumbent Airlines would only receive reductions for the specific rates, fees, and charges shown above for qualifying flights unless leasing additional space and gates specifically for the additional service.

## MARKETING INCENTIVES

### Guidelines for Marketing Incentives

Qualifying Airlines must meet the specific guidelines and program requirements outlined below to receive marketing incentives:

#### A. Submit a marketing plan that identifies:

- The air service to be promoted;
- The proposed timeline of planned promotional activities;
- The medium to be used in the promotion;
- The proposed budget for the promotion; and
- Contact information for the person representing the Applicant Airline.

## AIR SERVICE INCENTIVE PROGRAM

- B.** The Chief Executive Officer (CEO) or his/her designee may request additional information as may be necessary for the proper, non-discriminatory application of the available marketing incentives. The marketing plan must be approved by the CEO or his/her designee.
- C.** Marketing activities that may be supported under the Program include, but are not limited to:
- Promotional events;
  - Print advertisements, collateral materials, direct mail and other forms of print marketing;
  - Multimedia advertising, such as TV, radio and interactive; and/or
  - Banners and signage.
  - Marketing activities eligible for incentives hereunder will prominently and exclusively promote service between the Airport and a specific market.
- D.** Marketing activities eligible for incentives hereunder will prominently and exclusively promote service between the Airport and a specific market.
- E.** To be eligible hereunder, advertisements and/or other promotional material(s) must feature Albany International Airport prominently in the copy. This identification of the Airport must be consistent with the Authority's current marketing or image strategy, as determined by the CEO or his/her designee. The content of all eligible marketing materials and activities will be subject to the prior written approval of the CEO or his/her designee.
- F.** All promotional materials eligible for participation must display the ALB logo. Print and outdoor advertisements must display the ALB logo for each instance in which a Qualifying Airline's logo appears. Logo size, placement and dimensions will be subject to the prior written approval of the CEO or his/her designee.
- G.** Approved marketing efforts will be funded on a cooperative basis with the Qualifying Airline funding the marketing program and the Authority reimbursing the marketing program after its execution, not to exceed the amounts specified in the Program and earmarked for marketing incentives in the Authority's budget, whichever is less.
- H.** All copy and creative material will be furnished at the sole cost of the Qualifying Airline (subject to reimbursement of eligible costs) and comply with the specifications of the Authority.
- I.** The CEO or his/her designee must review and approve all marketing materials and expenditures before they will be qualified for reimbursement under this Program. The Qualifying Airline must provide proof of all expenditures to be reimbursed.
- J.** The Authority will reimburse a Qualifying Airline only after the completion of the marketing effort. Any expenses that were incurred without Authority approval prior to the expenditure will be ineligible for reimbursement. Reimbursement will not exceed the Qualifying Airline's actual out of pocket cost of the eligible marketing expenditure. Actual costs must be documented to the satisfaction of the Executive Director or his/her designee. Under no circumstances will a



# AIR SERVICE INCENTIVE PROGRAM

Qualifying Airline be entitled to reimbursement above the amounts specified in the Program.

- K. The Authority will have the right, at any time during a Qualifying Airline's reasonable business hours, to audit all marketing incentives reimbursed to the Qualifying Airline under the Program. By accepting any such reimbursement from the Authority, a Qualifying Airline agrees to cooperate with the Authority and its representatives in the performance of this audit, and to make all of the Qualifying Airline's books and records available to the Authority and its representatives either at the Airport or at the Qualifying Airline's location where such books and records are maintained in the ordinary course of the Qualifying Airline's business.
- L. Each Applicant Airline will be responsible for obtaining all necessary permits, licenses, leases, and/or approvals relating to its use and/or occupancy of the Airport and the service sought to be promoted, before permission to undertake a marketing effort is granted.

## Program Requirements

- A. Each Applicant Airline must complete and submit the required application documents.
- B. Each Qualifying Airline must meet all Program guidelines.
- C. Each Applicant Airline must be current in all its financial and/or other obligations with and to the Authority to be considered eligible for incentives and the Airline must continue for the full term of its eligibility under the Program to perform and meet all of its obligations pursuant to any agreements that such Airline may have with the Authority and/or under the Authority's Schedule of Rates and Fees and/or under the Authority Rules and Regulations, including, but not limited to, paying all rates, fees, and charges in a timely manner. Any time that a Qualifying Airline fails to stay current in its obligations with or to the Authority, such Airline will be determined to no longer be eligible for incentives and the Authority will not be obligated to provide any incentives to said Airline under the Program unless and until such Airline cures such failure within a period of forty-five (45) days after notice of such failure.

## Eligibility Requirement

In order to be eligible to participate in this Incentive Program, an airline must be or become a party to the Authority's Airline-Airport Use Agreement or the Authority's Non-Signatory Airline-Airport Agreement, and must execute and deliver to the Authority an agreement. In order to receive a discount under this Incentive Program, an airline must not be in default under the Authority's Airline-Airport Use Agreement or the Authority's Non-Signatory Airline-Airport Agreement, as applicable to such airline. Discounts earned under this Incentive Program will be credited monthly to the Signatory Airline or Non-Signatory Airline eligible for such discounts.

# AIR SERVICE INCENTIVE PROGRAM

## Application Process

Air carriers seeking to participate in the ALB ASIP should complete an Air Service Incentive Program application, which is included at the end of this document. Applications must be post marked or e-mailed forty-five (45) days prior to commencement of the qualifying service.


**Submissions can be made electronically to [mcannon@albanyairport.com](mailto:mcannon@albanyairport.com) or mailed to:**

**Matt Cannon**

Director of Development & Government Affairs

**Albany County Airport Authority**

737 Albany Shaker Road | Albany, NY 12211-1057

 (518) 242-2222, Ext. 1

All submittals are subject to audit by the Albany County Airport Authority. Airport staff will review the Application against the Criteria to Qualify and inform the air carrier in writing of its decision. Any questions regarding the ASIP should be directed to the Albany County Airport Authority at (518) 242-2222, ext. 1.



# AIR SERVICE INCENTIVE PROGRAM APPLICATION

## Air Carrier Information

Airline: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Contact Person (Name / Title): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Origin of ASIP Flight: \_\_\_\_\_

Effective Date	Aircraft Type And Series	Arrival Flight #	ALB Arrival Time	Days of Operation (1 thru 7)

Airlines are required to report any changes of aircraft type and/or Series at least 30 days in advance during the 12-month incentive period. Contact the acaa finance office at 518-242-2204 for notification.

## FOR ACAA USE

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

☐ APPROVE      ☐ REJECT

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

*Chief Executive Officer*



***GOING PLACES***

*Version 2023.2*





**ALBANY**  
INTERNATIONAL AIRPORT

**ASIP**

2025 *AIR SERVICE  
INCENTIVE PROGRAM*



# AIR SERVICE INCENTIVE PROGRAM



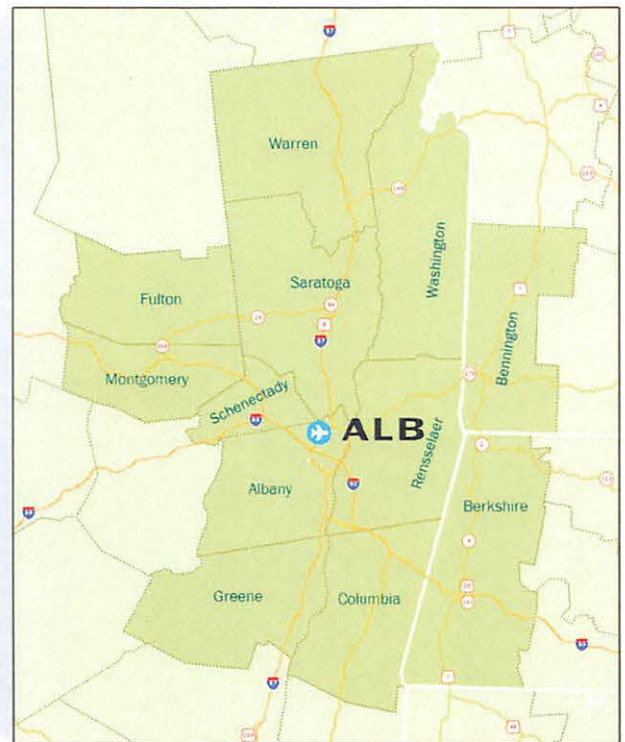
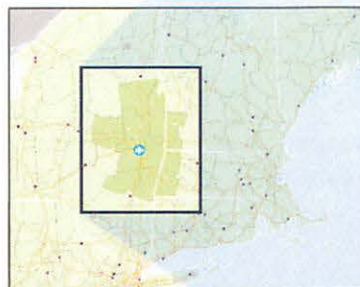
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ALB's primary market includes more than 1.4 million residents within a one-hour drive of the airport, including the Capital Region, Western Massachusetts, and Southern Vermont. In 2024, ALB served over 1.5 million passengers with the services of 7 signatory airlines to 25 unique nonstop markets

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# AIR SERVICE INCENTIVE PROGRAM

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# GOING PLACES

# AIR SERVICE INCENTIVE PROGRAM

## NEW ENTRANT AND INCUMBENT AIRLINES

### Domestic Service Incentive Program

There are four Domestic Service Incentive Programs available. Eligible air service must provide at least two weekly nonstop flights to a target destination.

#### Targeted Routes

##### Year-Round Service

*Incentive Term - 24 months*

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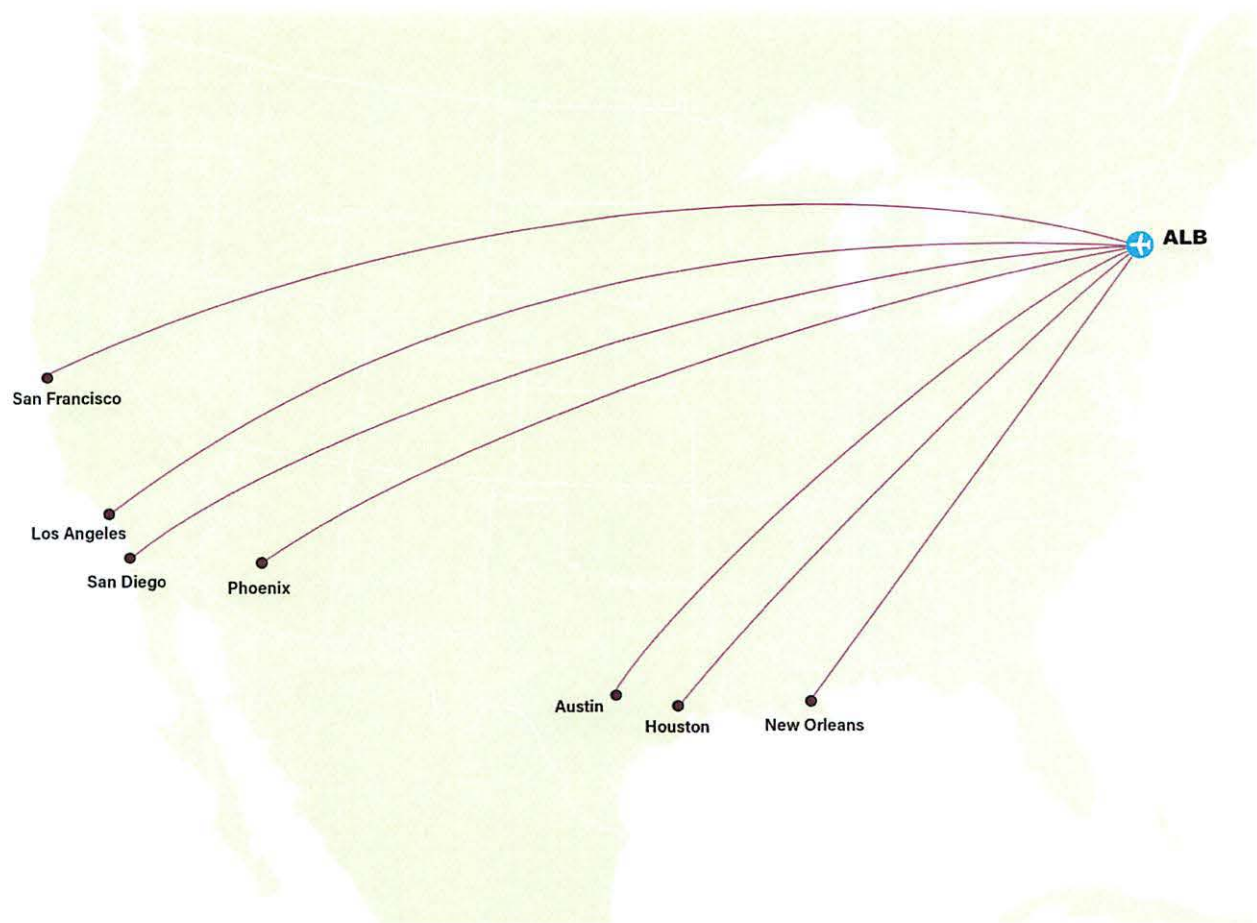
Incumbent Airlines would only receive reductions for the specific rates, fees, and charges shown above for qualifying flights unless leasing additional space and gates specifically for the additional service.

\* Eligible air service on a route demonstrating a significant increase in capacity on a pre-existing route. Incentive is for one year per FAA guidance.



# AIR SERVICE INCENTIVE PROGRAM

## Targeted Domestic Expansion Markets



# AIR SERVICE INCENTIVE PROGRAM

## International Service Incentive Program

There are two International Service Incentive Programs available. Eligible air service must provide at least one weekly flight to an international destination.

### New Routes

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## AIR SERVICE INCENTIVE PROGRAM

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# AIR SERVICE INCENTIVE PROGRAM

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- K. The Authority will have the right, at any time during a Qualifying Airline's reasonable business hours, to audit all marketing incentives reimbursed to the Qualifying Airline under the Program. By accepting any such reimbursement from the Authority, a Qualifying Airline agrees to cooperate with the Authority and its representatives in the performance of this audit, and to make all of the Qualifying Airline's books and records available to the Authority and its representatives either at the Airport or at the Qualifying Airline's location where such books and records are maintained in the ordinary course of the Qualifying Airline's business.
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# AIR SERVICE INCENTIVE PROGRAM

## Application Process

Air carriers seeking to participate in the ALB ASIP should complete an Air Service Incentive Program application, which is included at the end of this document. Applications must be post marked or e-mailed forty-five (45) days prior to commencement of the qualifying service.

**Submissions can be made electronically to [mherrmann@albanyairport.com](mailto:mherrmann@albanyairport.com) or mailed to:**

**Albany County Airport Authority**  
737 Albany Shaker Road | Albany, NY 12211-1057



(518) 242-2222, Ext. 1

All submittals are subject to audit by the Albany County Airport Authority. Airport staff will review the Application against the Criteria to Qualify and inform the air carrier in writing of its decision. Any questions regarding the ASIP should be directed to the Albany County Airport Authority at (518) 242-2222, ext. 1.



# AIR SERVICE INCENTIVE PROGRAM APPLICATION

## Air Carrier Information

Airline: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Contact Person (Name / Title): \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Origin of ASIP Flight: \_\_\_\_\_

Effective Date	Aircraft Type And Series	Arrival Flight #	ALB Arrival Time	Days of Operation (1 thru 7)

Airlines are required to report any changes of aircraft type and/or Series at least 30 days in advance during the 12-month incentive period. Contact the acaa finance office at 518-242-2204 for notification.

## FOR ACAA USE

Evaluated by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

☐ APPROVE      ☐ REJECT

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

*Chief Executive Officer*





***GOING PLACES***

*Version 2023.2*

## **Old Business**

## **New Business**

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