



ACAA Approved  
10/09/2024

**Minutes of the Governance Committee Meeting  
of the Albany County Airport Authority**

**April 10, 2024**

Pursuant to notice duly given and posted, the Governance Committee meeting of the Albany County Airport Authority was called to order on April 10, 2024 at 1:00 p.m. in the Third Floor Conference Room located in the Terminal at the Albany International Airport, Albany, New York by the Governance Committee Chair, Sari O'Connor, with the following present:

**MEMBERS PRESENT**

Sari O'Connor (Committee Chair)  
Tom Nardacci (Committee Member)  
Janet Thayer (Committee Member)  
Steven Heider (ACAA Board Member)

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
Christine Quinn, Airport Counsel  
Matt Cannon, Government Affairs  
Liz Charland, Admin Services  
Jenn Munger, Paralegal

**ATTENDEES**

Steve Smith, Communications Director  
George Penn, Director of Operations Albany County  
Cameron Sagan, Public Information Officer Albany County  
Michael Lalli, Director of Civil Service Albany County  
Elizabeth Kalin, Albany County Communications Manager  
Kevin Butterfield, Public Information Officer

**1. Approval of November 1, 2023 Minutes**

Mr. Nardacci moved to approve the minutes of the November 1, 2023 Governance Committee Meeting. The motion was adopted unanimously.

**2. Albany County Annual Financial Disclosure as Required by the Albany County Airport Authority Enabling Legislation**

Ms. Quinn provided the Board with Financial Disclosures "Combined Form A, B & C" which they are required to complete in accordance with the Authority Enabling Legislation and the Public Authorities Accountability Act. She advised them the completed forms should be submitted to the County Ethics Commission by May 15, 2024 and that they could submit them directly to the County or to our office and we would forward them to the County.

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



**ALBANY COUNTY AIRPORT AUTHORITY**

**GOVERNANCE COMMITTEE**

**AGENDA**

**April 10, 2024**

- 1. Acceptance of Minutes: November 1, 2023**
- 2. Albany County Annual Financial Disclosure as Required by the Albany County Airport Authority Enabling Legislation**

**NOTICE**

**ALBANY COUNTY AIRPORT AUTHORITY  
CIC COMMITTEE  
MEETING NOTICE**

Notice is hereby given of the following CIC Committee Meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold a CIC Committee meeting on Wednesday, April 10, 2024 at 12:00 noon. The meeting will be held in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.

**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
MEETING NOTICE**

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*Posted Website  
Information Desk  
4/4/24  
A. Chaulad*

Steady state  
K<sub>2</sub>S<sub>2</sub>O<sub>8</sub> / K<sub>2</sub>SO<sub>4</sub>  
pH 10  
K<sub>2</sub>SO<sub>4</sub>

Steady state  
K<sub>2</sub>S<sub>2</sub>O<sub>8</sub> / K<sub>2</sub>SO<sub>4</sub>  
pH 10  
K<sub>2</sub>SO<sub>4</sub>

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

ALBANY INTERNATIONAL AIRPORT  
737 ALBANY SHAKER RD  
Albany NY 12211

Account Number: 061026000  
Order Number: IPLATU0041595  
Order Invoice Text: CIC/Governance Commu-  
cations Committee Meeting Notices 4/10/24

STATE OF NEW YORK)  
:SS.:  
COUNTY OF ERIE)

The undersigned, being duly sworn, says that he/she is a Authorized Custodian of Records of THE TIMES UNION, a daily newspaper printed in the county of Albany, Town of Colonie, and Published in the County of Albany, Town of Colonie and the City of Albany, aforesaid and that notice of which a printed copy is annexed has been regularly published in the said ALBANY TIMES UNION on the following dates:

04/08/2024

George Hearst, Publisher

By:

Nora Hewson

Nora Hewson

Authorized Designee of George Hearst, Publisher of the Times Union

Subscribed and sworn to before me, this 9 day of April 2024.

[Signature]  
Notary Public Signature

Tyshawn Harrison  
Notary Public - State of New York  
No. 01HA0005298  
Qualified in Erie County  
Commission Expires 04/07/2027

IPLATU0041595



## Liz Charland

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**From:** Liz Charland  
**Sent:** Thursday, April 4, 2024 12:30 PM  
**To:** TU Legals  
**Subject:** RE: Account No. 061026000

Proof is confirmed. Please run as indicated below

Thank you.  
Liz

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**From:** TU Legals <TULegals@TimesUnion.com>  
**Sent:** Thursday, April 4, 2024 12:27 PM  
**To:** Liz Charland <LCHARLAND@albanyairport.com>  
**Subject:** Re: Account No. 061026000  
**Importance:** High

Good afternoon,

Thank you for submitting the text for your legal notice. Attached, please see the proof that I have prepared for your notice, which is currently set to run on Monday, April 8 in the Albany Times Union. Included in this proof is the final cost of your notice, which comes to \$54.99, including the cost of 1 affidavit.

If this proof is confirmed and approved, please let us know prior to 2:30 PM EST this afternoon (April 4) to finalize your notice.

If you have any questions or concerns, please let us know and we would be happy to clarify and assist you further.

**Stephanie Andriaccio Plauman** (they/them)

Classified Sales and Service

[tulegals@timesunion.com](mailto:tulegals@timesunion.com)

[tuobit@timesunion.com](mailto: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](mailto:LCHARLAND@albanyairport.com)>  
**Sent:** Thursday, April 4, 2024 12:06 PM  
**To:** TU Legals <[TULegals@TimesUnion.com](mailto:TULegals@TimesUnion.com)>  
**Subject:** [EXTERNAL] RE: Account No. 061026000

Please publish one time ASAP. Thank you. – Liz

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, April 4, 2024 12:10 PM  
**To:** Bart Johnson; Beth DiBattista (Turner; Brandon Russell, Majority Counsel; Brian King; Cameron Sagan (Albany County; Carl Stewart (Turner; Carmiena Brooks; County Executive Daniel P. McCoy; Dave Collins; 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; Rich Amadon (CHA; Rick Karlin; Rob Wagner (Project Manager Turner; Spotlight News; Steve Smith; Todd Pennington; WRGB News  
**Subject:** ACAA Committee Meetings - CIC & Governance 12:00 noon & 1:00 p.m.

**ALBANY COUNTY AIRPORT AUTHORITY  
CIC COMMITTEE  
MEETING NOTICE**

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The Albany County Airport Authority will hold a **CIC Committee** meeting on **Wednesday, April 10, 2024 at 12:00 noon**. The meeting will be held in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.

**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
MEETING NOTICE**

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CIC COMMITTEE  
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**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, April 4, 2024 12:07 PM  
**To:** TU Legals  
**Subject:** RE: Account No. 061026000

Please publish one time ASAP. Thank you. – Liz

**ALBANY COUNTY AIRPORT AUTHORITY  
CIC COMMITTEE  
MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
MEETING NOTICE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, April 4, 2024 12:08 PM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** CIC and Governance Committee Meetings - April 10, 2024 12:00 noon & 1:00 p.m.

**ALBANY COUNTY AIRPORT AUTHORITY  
CIC COMMITTEE  
MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
MEETING NOTICE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, April 4, 2024 12:08 PM  
**To:** Beth DiBattista (Turner); Board Room; Cameron Sagan (Albany County); Carl Stewart (Turner); Chris Quinn; Connor Haskin (ALB); Jermy Martelle (CHA); John LaClair; Jordan Hudak (CHA); Liz Charland; Mary Rozak (Albany County); Matt Cannon; Michael Zonsius; Phil Calderone; Rich Amadon (CHA); Rob Wagner (Project Manager Turner); Steve Smith (SSmith@albanyairport.com)  
**Subject:** CIC and Governance Committee Meetings - Wednesday April 10, 2024 at 12:00 noon and 1:00 p.m.

**ALBANY COUNTY AIRPORT AUTHORITY  
CIC COMMITTEE  
MEETING NOTICE**

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**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMUNICATIONS COMMITTEE  
MEETING NOTICE**

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**Minutes**

**November 1, 2023**





**Minutes of the Governance Committee Meeting  
of the Albany County Airport Authority**

**November 1, 2023**

Pursuant to notice duly given and posted, the Governance Committee meeting of the Albany County Airport Authority was called to order on November 1, 2023 at 1:00 p.m. in the Third Floor Conference Room located in the Terminal at the Albany International Airport, Albany, New York by the Governance Committee Chair, Sari O'Connor, with the following present:

**MEMBERS PRESENT**

Sari O'Connor (Committee Chair)  
Tom Nardacci (Committee Member)  
Janet Thayer (Committee Member)  
Samuel A. Fresina (Ex Officio)  
Steven Heider (ACAA Board Member)

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
Christine Quinn, Airport Counsel  
Liz Charland  
Michael Zonsius

**ATTENDEES**

George Penn, Director of Operations Albany County  
Cameron Sagan, Public Information Officer Albany County  
Michael Lalli, Director of Civil Service Albany County

**1. Approval of November 7, 2022 Minutes**

Mr. Nardacci moved to approve the minutes of the November 7, 2022 Governance Committee Meeting. The motion was adopted unanimously.

**2. Review of Governance Committee Charter**

Ms. O'Connor reviewed the Governance Committee Charter, which was adopted by the Board on November 5, 2007. The Charter remains unchanged.

**3. Annual Board of Directors Evaluation (Authorities Budget Office Policy Guidance)**

Ms. Quinn recommended fulfilling the ABO Mandate to perform annual self-evaluations. She advised that once the board members completed their evaluations they should forward them to Governance Committee Chair Sari O'Connor. Ms. O'Connor will tally the results and file the results with the Authorities Budget Office.

There being no further business, the meeting was adjourned at 1:09 p.m.





**ALBANY COUNTY AIRPORT AUTHORITY  
GOVERNANCE COMMITTEE**

**AGENDA**

**November 1, 2023**

- 1. Acceptance of Minutes: November 7, 2022**
- 2. Review of Governance Committee Charter**
- 3. Authority Budget Office Self-Evaluation**

**Agenda Item No. 2**


**Albany County Annual Financial Disclosure as Required by the  
Albany County Airport Authority Enabling Legislation**



## Memo

**Date:** April 10, 2024

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

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

**RE:** Annual Statement of Financial Disclosure

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Enclosed please find the Financial Disclosure “Combined Form A, B and C” which you are required to complete in accordance with the Authority enabling Legislation and the Public Authorities Accountability Act.

Please complete those sections indicated with a “B”.

It must be submitted to the County Ethics Commission by May 15, 2024.

While you may have received a larger package from the County, I hope this eases your task of completing this form.

For your convenience, we have included an addressed, stamped envelope in which you can mail the form to the County. In the alternative, please contact Liz to arrange pick-up and delivery of the form.

If you have any questions, please call Christine Quinn or me.

Thank you.

PFC:jam

**ALBANY COUNTY**  
**ANNUAL FINANCIAL DISCLOSURE**

**Combined Form A, B, and C**

Annual Statement of Financial Disclosure  
to the Albany County Ethics Commission  
for the 12 months prior to the execution of this form

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Filer's Last Name	Filer's First Name	Filer's Middle Initial
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Email	Phone Number
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(Clearly Print or Type Only)

**Officers and employees required to file:**

Each Policy Making Official, as defined in subdivision twenty-five (25) of Section Four of Local Law 8 of 2011, candidates, officers and employees holding the job titles or positions indicated in Appendix A, and individuals who voluntarily serve on County boards, commissions and advisory councils shall be required to file a signed annual disclosure statement.

**Filer's Category:**

**Please select the category that best describes your role with Albany County.**

(Select **ALL** that apply)

- A. Policy Making Official** - County officers, employees involved in the negotiation, authorization, or approval of County laws, rules, contracts, licenses, and permits. Or a candidate (any person who, in an attempt to hold an elective position in the County Legislature or one of the Countywide elective offices set forth in Article 8 of the County Law: a) receives the nomination of a political party, b) files a designating petition for nomination at a primary election, c) seeks independent nomination and who obtains the requisite number of signatures on an independent nominating petition as required by Election Law section 6-142(2), or d) receives the designation of a committee to fill vacancies pursuant to Election Law sections 6-148 and 6-152. The terms "party," "designation," "primary election," "nomination" and "independent nomination" as used in Local Law No. 8 for 2008 shall have the same meanings as those contained in New York Election Law section 1-104 and New York Election Law section 6-140).
  
- B. Volunteer Member of a County Board or Commission**
  
- C. High Ranking County Position** - Any elected County office, any commissioner or deputy commissioner position, as well as, Policy Making Official positions within the County Legislature, Office of the County Executive, Office of Management and Budget, and Office of Audit and Finance, or the equivalents of such positions.

**Answer the questions that correspond with your Filer Category selection(s) on previous page.**

**Filers in Category A and B, provide responses to questions 1-6. Filers in Category C, provide responses to all questions.**

**A, B, C Question 1**

Filer's Last Name	Filer's First Name	Middle Initial
Home Address	Phone	
Work Address	Phone	
County Title	Department	
Board Title	Board/Commission	

**A, B, C Question 2**

(a) For the Filer, their Spouse (as defined in Section 4(29) of Local Law 8 for 2011), house hold member or relative (as defined in Section 4(17) of Local Law No. 8 for 2011), list the name of any outside employer or business, the nature of its business, and whether it is self-employment, sole proprietorship, or, if an entity, the type of entity. State the nature of the Filer's Spouse's or Household Member's relationship to it, i.e., owner, partner, officer, director, member, or shareholder.

Employer	Nature of Business	Self Employment Sole Proprietorship or Type of Entity	Nature of Relationship

I have no outside employment.

Filers Name \_\_\_\_\_

(b) Name of Filer's Spouse \_\_\_\_\_

Employer	Nature of Business	Self Employment Sole Proprietorship or Type of Entity	Nature of Relationship

My spouse has no outside employment.

(c) Name of Filer's Household Member \_\_\_\_\_

Employer	Nature of Business	Self Employment Sole Proprietorship or Type of Entity	Nature of Relationship

None of my household members have outside employment.

### A, B, C Question 3

(a) For the Filer, their Spouse (as defined in Section 4(29) of Local Law 8 for 2011), or house hold member or relative (as defined in Section 4(17) and 4(28) of Local Law 8 for 2011), list the location of any real property within Albany County or within one mile of the boundary of Albany County in which the Filer or their spouse or relative has a financial interest:

Location of Real Property	Nature of Interest

I do not have a financial interest in real property in Albany County or within one mile of the boundary of Albany County.

(b) Name of Filer's Spouse \_\_\_\_\_

Location of Real Property	Nature of Interest

My spouse does not have a financial interest in real property in Albany County or within one mile of the boundary of Albany County.

(c) Name of Filer's Household Member \_\_\_\_\_

Location of Real Property	Nature of Interest

None of my household members have a financial interest in real property in Albany County or within one mile of the boundary of Albany County.



A, B, C Question 4

(a) For each Filer and their Spouse (as defined in Section 4(29) of Local Law 8 for 2011), the name of any entity in which the Filer, or their Spouse has an investment of at least 5% of the stock with such disclosure identifying the nature of the business and type of business:

Name of Entity	Nature of Business	Type of Business (LLC, Corp, etc.)
_____	_____	_____
_____	_____	_____

I do not have an interest of at least 5% of the stock of any business.

(b) Name of Filer's Spouse \_\_\_\_\_

Name of Entity	Nature of Business	Type of Business (LLC, Corp, etc.)
_____	_____	_____
_____	_____	_____

My spouse does not have an interest of at least 5% of the stock of any business.

A, B, C Question 5

For each Filer, the name and position of any Relative (as defined in Section 4(28) of Local Law 8 for 2011) in County Service:

Name of Relative	Position Held
_____	_____
_____	_____

I do not have any relatives in County Service.

A, B, C Question 6

(a) For each Filer and their Spouses (as defined in Section 4(29) of Local Law 8 for 2011), each volunteer officer position held during the previous 12 months with any not-for-profit organization for which they have volunteered in a policy-making or administrative capacity.

Name of Organization
_____
_____

I have not held any policy making or administrative office in the previous 12 months with any not-for-profit organization.

(b) Name of Filer's Spouse \_\_\_\_\_

Name of Organization
_____
_____

My spouse has not held any policy making or administrative office in the previous 12 months with any not-for-profit organization.

## Question 7

The name and address of each client or customer who was personally provided services by the Filer, or who was referred to the firm by such Filer and from whom such Filer earned in excess of two hundred fifty dollars (\$250.00) during the preceding twelve months for such services rendered in direct connection with (if none, state none):

(a) A proposed local law or resolution to the County Legislature during the preceding 12 month;

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I have no clients or customers who were provided services under Question 7 (a).

(b) A contract from the County or any County agency for:

- i. equipment, commodities, or goods in an amount totaling \$10,000 or more;
- ii. public works in an amount totaling \$20,000 or more; or
- iii. professional services or consulting work in an amount totaling \$20,000 or more;

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I have no clients or customers who were provided services under Question 7 (b).

(c) A grant of \$5,000 or more from the County or any County agency during the preceding 12 months;

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I have no clients or customers who were provided services under Question 7 (c).

(d) A grant obtained through legislative initiative during the preceding 12 months; or

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I have no clients or customers who were provided services under Question 7 (d).

(e) A case, proceeding, application or other matter that is not a ministerial matter before a County agency during the preceding 12 months.

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I have no clients or customers who were provided services under Question 7 (e).

(f) Exclusions for Disclosure

- (i) Disclosure of any lawful activity by a County officer or employee holding a high-ranking County position or a candidate for County office that is solely related to a ministerial act, the advocacy of any position in any matter in an official County capacity, provided that such advocacy is not performed for compensation by a person or entity other than the County, or the advocacy of any position in any matter in an official County capacity by a chairperson of a County political committee.

(ii) Disclosure of clients or customers receiving medical or dental services, mental health services, residential real estate brokering services, or insurance brokering services from a County officer or employee holding a high-ranking County position or candidate for County office or the firm of such official or candidate.

(iii) A County officer or employee holding a high-ranking County position or candidate for County office need not identify any client to whom he or she or his or her firm provided legal representation with respect to investigation or prosecution by law enforcement authorities, bankruptcy, or domestic relations matters. With respect to clients represented in other matters, where disclosure of a client identity is likely to cause harm, a high-ranking County official or candidate for County office shall seek a waiver from the Ethics Commission pursuant to Section 22 of Local Law for 2008.

Only a County officer or employee holding a high-ranking County position who first enters public office on or after the effective date of this local law need not report clients or customers with respect to matters for which such officer or employee or his or her firm was retained prior to assuming such high ranking County position.

**THIS FORM MUST BE PRINTED, SIGNED, NOTARIZED and RETURNED.**

A, B, C

\_\_\_\_\_  
Filer's Signature

State of New York  
County of Albany  
Sworn to me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20 \_\_\_\_\_

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

**RETURN COMPLETED FORM TO:  
Albany County Ethics Commission  
Attn: Clerk of the Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207**