



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
ADMINISTRATION BUILDING  
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ACAA Approved  
12-16-2020

## BYLAWS

ACAA Reviewed No Changes  
05/12/2025

of the

### ALBANY COUNTY AIRPORT AUTHORITY

#### ARTICLE I. NAME AND LOCATION

- |                   |                 |  |
|-------------------|-----------------|--|
| <b>SECTION A.</b> | <b>Name</b>     | The name of this public benefit corporation shall be the Albany County Airport Authority, hereinafter also referred to as the Authority. |
| <b>SECTION B.</b> | <b>Location</b> | The principal office of the Authority shall be maintained at the Albany County Airport.  |

#### ARTICLE II. PURPOSES AND POWERS

- |                   |                 |  |
|-------------------|-----------------|--|
| <b>SECTION A.</b> | <b>Purposes</b> | The purposes of the Authority shall be those enumerated in the New York State Public Authorities Law, Section 1, Article 8, Title 32, as amended, hereinafter referred to as the Enabling Act. |
| <b>SECTION B.</b> | <b>Powers</b>   | The general and special powers of the Authority shall be those enumerated in the Enabling Act.   |

#### ARTICLE III. MEMBERSHIP

The Authority shall consist of seven members who shall be appointed as defined in the Enabling Act.

#### **ARTICLE IV. OFFICERS**

##### **SECTION A. Appointed Officers**

The Legislative Majority Leader and the Executive of the County of Albany shall jointly designate one of the seven members of the Authority to serve as the Chairperson as per the Enabling Act.

##### **SECTION B. Elected Officers**

The Authority shall elect a Vice-Chair, a Secretary, and a Treasurer at their first regular meeting of each year or at such other regular meeting as the Chairperson shall designate; provided, however, that such election of officers shall occur at least once each calendar year. These officers shall, after election, continue to hold office until a successor has been duly elected. In the event of a vacancy in any one or more of these offices, the Authority may, at any regular or special meeting, elect a successor to serve until the next regularly scheduled election.

#### **ARTICLE V. DUTIES OF OFFICERS**

##### **SECTION A. Chair**

The Chairperson shall preside at all meetings of the Authority, with the right to vote; and shall serve as an ex-officio member on all committees, with the right to vote only when substituting for a regular voting member of a committee.

The Chair, CEO or his/her designee shall be the principal spokesperson of the Authority as it carries out the purposes and powers of the Enabling Act and the actions of the Authority; shall be the signatory for all documents executed on behalf of the Authority, except as otherwise designated by these By-Laws or by resolution of the Authority; and shall, between meetings of the Authority, act on its behalf to implement approved policies and procedures, and to make emergency decisions pending action of the Authority.

##### **SECTION B. Vice-Chair**

The Vice-Chair shall perform all duties incident to the office, and such other duties as may be assigned by the Authority. In the absence of the

Chair, or in the event the Chair is unable to act, the Vice-Chair shall perform the duties of the Chair, and, when so acting, shall have all of the authority and be subject to all the restrictions upon the Chair.

**SECTION C. Secretary**

The Secretary shall perform all duties incident to the office, and such other duties as may be assigned by the Authority; shall be responsible for the accuracy of the minutes of all regular and special meetings of the Authority, for all notices as required by law or these Bylaws, and for designated correspondence of the Authority; and shall be custodian of the seal and records of the Authority.

**SECTION D. Treasurer**

The Treasurer shall perform all duties incident to the office, and such other duties as may be assigned by the Authority; shall be the principal financial officer of the Authority; shall establish and maintain proper accounting procedures; shall report on the Authority's financial condition as requested by the Authority; and shall be a member of the Finance Committee.

**ARTICLE VI COMMITTEES**

**SECTION A. Standing Committees**

The standing committees of the Authority shall be 1) Finance and Administration 2) Operations, 3) Personnel, 4) Bylaws, 5) Public Communications, 6) Audit, and 7) Governance. Each standing committee shall have no less than two nor more than three members, appointed by the Chair of the Authority, including the designated Chair.

**SECTION B. Special Committees**

The Chair of the Authority may, from time to time, with the approval of the Authority, appoint special committees to further the purposes, powers, and approved actions of the Authority.

**SECTION C. Duties of the Committees**

All of the committees of the Authority shall be advisory committees of the Authority. The specific tasks and duties of each shall be determined by action of the Authority.

## **ARTICLE VII MEETINGS**

### **SECTION A. Regular Meetings**

Regular, duly noticed, meetings of the Authority shall be held, at least quarterly, on such dates and at such times as the Authority shall determine. At such meetings, the Authority shall consider all matters as may be properly brought before them.

### **SECTION B. Special Meetings**

A duly noticed special meeting of the Authority may be called by the Chair, or by request of any three voting members, for consideration of a specific agenda of business. The notice of any special meeting shall be delivered by mail, facsimile or telephone to each member of the Authority at least 24 hours before the time for which the special meeting is noticed.

### **SECTION C. Committee Meetings**

All committee meetings will be arranged by the committee on such dates and at such times as the voting members of the committees shall determine.

### **SECTION D. Meetings by Conference Telephone**

If the Chair determines there is need for the members to act before such time as it is possible or practicable to bring a quorum of the members together at the same location, the Chair, or the Chair's designee, may give notice that members may participate in a meeting of the Authority by means of conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other and persons present at the designated place of the meeting can hear all of the persons participating in the meeting, and such participation in a meeting shall constitute presence in person at such meeting. Any required notice of the place of a meeting at which participation is by means of a conference telephone or similar communications equipment shall be sufficient if it designates as the place of the meeting, the place at which one or more of the participants in the meeting is located at the

time the meeting is held.

#### **ARTICLE VIII QUORUM AND VOTING**

##### **SECTION A. Quorum**

Four members shall constitute a quorum at all regular and special meetings of the Authority.

##### **SECTION B. Voting**

Any amendment of these By-laws shall only become effective upon the favorable vote of at least five members of the Authority. Excepting the above, all actions of the Authority shall require the favorable vote of at least four members.

#### **ARTICLE IX. AMENDMENTS**

These By-laws may be amended, as set forth in the Enabling Act, at any regular or special meeting, provided that thirty (30) days written notice of such proposed amendment shall have first been given to each member.

#### **ARTICLE X. INDEMNIFICATION**

The Authority agrees at its sole cost and expense to indemnify and hold harmless the members, officers, and employees of the Authority from all costs and liabilities of every kind and nature as herein provided.

All members, officers, and employees of the Authority while acting in behalf of the Authority shall be entitled to the fullest extent of indemnification permitted by law, including but not limited to, attorney's fees, disbursements, costs, and settlement amounts.

#### **ARTICLE XI. MISCELLANEOUS**

##### **SECTION A. Enabling Act**

Nothing contained in these By-laws shall be held to supplement or otherwise expand the purposes, powers, or duties of the Authority as set forth in the Enabling Act.

**SECTION B. Parliamentary Authority**

The current edition of the Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in its enabling act, bylaws, or adopted rules, provided, however, that the failure to strictly observe such parliamentary rules, shall not operate to invalidate any official action which is otherwise in compliance with these Bylaws, the Enabling Act or other applicable law.

**ARTICLE XII. PROHIBITION ON LOANS**

In accordance with Public Authorities Law, Section 2824, the Authority shall not, directly or indirectly, including through a subsidiary, extend or maintain credit, arrange for the extension of credit, or renew any extension of credit, in the form of a personal loan to or for any officer, board member or employee (or equivalent thereof) of the Authority.

**ARTICLE XIII. CODE OF ETHICS**

**(Per Section 2795 of Enabling Legislation)**

**SECTION A. DEFINITION**

As used in this Code of Ethics the term "Authority" shall mean any member of the Authority.

**SECTION B. RULES WITH RESPECT TO CONFLICTS OF INTEREST**

No Authority member should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties in the public interest.

**SECTION C. STANDARDS**

No Authority member should accept employment or engage in any business or professional activity which will impair his or her independence of judgment in the exercise of his or her official duties.

No Authority member should accept employment or engage in any business or professional activity which will require the member to disclose confidential information which he or she has gained by reason of his or her official position or authority.

No Authority member should disclose confidential information acquired by the member in the course of his or her official duties nor use such information to further his or her personal interests.

No Authority member should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others.

No Authority member should engage in any transaction as representative or agent of the Authority with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.

An Authority member should not by his or her conduct give reasonable basis for the impression that any person can improperly influence such member or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.

An Authority member should abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by the member or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

An Authority member should endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be

engaged in acts that are in violation of his or her trust.

No Authority member on a full-time basis nor any firm or association of which the member is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such member, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Authority in which such member serves or is employed.

If any Authority member shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is subject to the jurisdiction of a regulatory agency, he or she should file with the Secretary of State a written statement that he or she has such a financial interest in such activity which statement shall be open to public inspection.

#### **SECTION D. VIOLATIONS**

In addition to any penalty contained in any other provision of law any such Authority member who shall knowingly and intentionally violate any of the provisions of this Code of Ethics may be fined, suspended or removed from office or employment.

***Adopted: January 10, 1994***

***Amended: December 12, 1994***

***April 3, 1995***

***August 7, 1995***

***November 4, 1996***

***May 7, 1997***

***May 1, 2006***

***September 11, 2006***

***December 16, 2020***

***Reviewed: May 12, 2025 (No Changes)***