

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

**January 12, 2026**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on January 12, 2026 at 9:00 a.m. in the Third Floor Conference Room located in the Terminal at the Albany International Airport, Albany, New York by Chair Samuel A. Fresina, with the following present:

**MEMBERS PRESENT**

Samuel A. Fresina, Chair  
Kevin R. Hicks, Sr. (via telephone)  
Steven Heider  
Harold Iselin  
Sari 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 Quinn, Authority Counsel  
John LaClair, Chief Engineer  
Kathy Greenwood, Director of Art & Culture  
Helen Chadderdon, Marketing Manager  
Liz Charland, Administrative Services  
Bobbi Matthews, Purchasing Agent  
Jenn Munger, Paralegal  
Dave Montiverdi, Airport Planner  
Matt Mokey, Airport Engineer  
Debbie Pasquini, Confidential Secretary

## **ATTENDEES**

Carmiena Brooks, Assistant Airport Manager  
Ray Camilli, Airfield Maintenance Manager, Avports  
Kevin Hehir, Avports Building Maintenance Manager  
Dennis Feeney, Majority Leader Albany County Legislature  
Brian King, Manager Million Air Albany  
Jeff Lovell, Managing Director Park Strategies, LLC

Chair Fresina noted that there was a quorum.

### **General:**

#### **1. Chairman's Remarks**

1.1 Election of Officers - TABLED

#### **2. Approval of Minutes - Regular Meeting – December 15, 2025**

Mr. Iselin moved to approve the minutes of the December 15, 2025 regular board meeting.

The motion was adopted unanimously.

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

Mr. Stuto presented a Communications and Chief Executive Officer's Report for the month of January 2026.

#### **3A. Reports of Committees**

- None

### **Reports:**

#### **4. Chief Operating Officer**

Mr. O'Donnell presented the Chief Operating Officer's Report for the month of January 2026

#### **5. Chief Financial Officer**

Ms. Quinn presented the Financial Report for the month of January 2026 in Ms. Herrmann's absence. (Power Point attached.)

#### **6. Project Development**

Mr. LaClair and Mr. Mokey presented the Project Development Report for the month of January 2026. (Power Point attached.)

#### **7. Counsel**

#### **8. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Report for the month of January 2026.

**9. Public Affairs**

Mr. Hunter's Public Affairs Report for the month of January 2026 was deferred.

**9A. Art & Culture Program**

Ms. Greenwood presented the Art & Culture Program Report for the month of January 2026.

**9B. Planning**

Mr. Montiverdi presented the Planning Report for the month of January 2026.

**Action Items:**

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

**10.1 Construction Contract: Authorization to Award Contract 1257-GC for New Restrooms on New Build and TSA 7th Lane**

Mr. LaClair recommended authorization to award Contract No. 1257-GC, New Restrooms on New Build and TSA 7th Lane, to VRH Construction in the amount of \$1,137,000.00. He explained that the contract scope includes construction of new restroom facilities along the west wall of the second floor of the new Terminal Connector, as well as reconstruction of an existing space adjacent to the TSA screening area to accommodate a seventh passenger screening lane. VRH Construction was the second-lowest bidder among four submissions. The lowest bidder, Greco Construction, withdrew its bid after failing to meet MWBE goals.

Ms. O'Connor moved to approve Contract No. 1257-GC to VRH Construction in the amount of \$1,137,000.00. The motion was adopted unanimously.

## **10.2 Service Contract: Authorization to Award Service Contract SC-1236 for Air Service Development Services**

Mr. Montiverdi recommended authorization to award Contract SC-1236 to InterVISTAS Consulting for the Air Service Development services on behalf of Albany International Airport, in an amount not to exceed \$75,000 annually.

He advised these services were solicited through a competitive Request for Proposals process in accordance with Authority procurement guidelines. The purpose of this contract is to provide professional, data-driven air service development support, including market analysis, route evaluation, airline proposal development, and strategic advisory services. These services are intended to support the Airport's ongoing efforts to improve air service connectivity, competitiveness, and long-term sustainability. Following evaluation by the Authority's review panel, InterVISTAS was determined to be the most responsive and qualified proposer based on experience, technical expertise, and demonstrated performance at comparable commercial service airports. Awarding this contract will allow the Authority to continue proactive engagement with air carriers amid evolving airline network strategies. Funding is anticipated in the current capital plan, and the final agreement is subject to approval by Authority counsel. He further advised this contract is for one year with an option to extend for four (4) additional one year terms.

Mr. Pichardo moved to approve Contract SC-1236 with InterVISTAS Consulting for Air Service Development services on behalf of Albany International Airport, in an amount not to exceed \$75,000 annually for a one-year term, with an option to extend for four additional one-year terms. The motion was adopted unanimously.

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

### **11.1 Construction Contract: Authorization of Change Order 10 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC.**

Mr. Mokey recommended authorization to award Change Order No. 10 for Construction Contract 1127-GC, Concourse A Rehabilitation, to AOW Construction LLC in the amount of \$60,270.00. He advised that the change order includes additional spray-applied fireproofing on existing steel in Phase 3 to meet current standards. The work also includes construction of a new fire-rated shaft enclosure for an undocumented ventilation shaft. During the removal of an existing column, it was discovered that the column was part of an existing ventilation shaft for AHU-3 that was not shown on the as-built drawings. Additional work includes the installation of an isolation valve for the existing sprinkler piping serving the CNBC Store.

Mr. Heider moved to approve Change Order No. 10 for Construction Contract 1127-GC, Concourse A Rehabilitation, to AOW Construction LLC in the amount of \$60,270.00. The motion was adopted unanimously.

**12. Authorization of Federal and State Grants – NONE**

**13. Informational - NONE**

**Old Business: New Business:**

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

Ms. O'Connor made a motion to go into another executive session at 9:35 a.m. to discuss:

ES-1 Matter Involving a Particular Corporation

ES-2 Matter Involving a Particular Individual

**There was no action being taken and no further business, the meeting was adjourned at 11:02 a.m.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING  
AGENDA**

**January 12, 2026**

**General:**

**1. Chairman's Remarks**

**1.1 Election of Officers**

**2. Approval of Minutes**

**Regular Meeting – December 15, 2025**

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

**3A. Reports of Committees**

- **CIC**
- **Public Communications**
- **Personnel Committee**

**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**

**9B. Planning**

**Action Items:**

**10. Authorization of Contracts, Leases, Contract Negotiations, Contract Amendments and Action Items**

**10.1 Construction Contract: Authorization to Award Contract 1257-GC for New Restrooms on New Build and TSA 7th Lane**

**10.2 Service Contract: Authorization to Award Service Contract SC-1236 for Air Service Development Services**

**11. Authorization of Change Orders**

**11.1 Construction Contract: Authorization of Change Order 10 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC.**

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

**13. Informational - NONE**

**Old Business:**

**New Business:**

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

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

**ES-2 Matter Involving a Particular Individual**



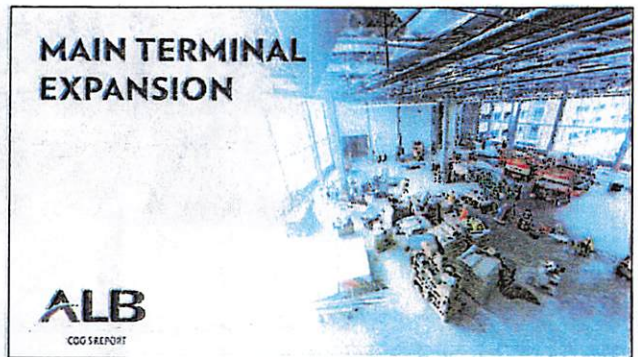
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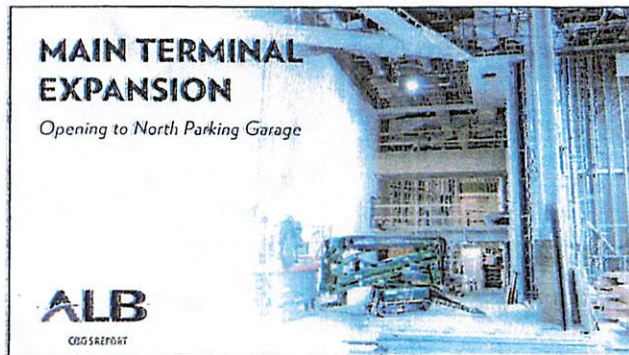
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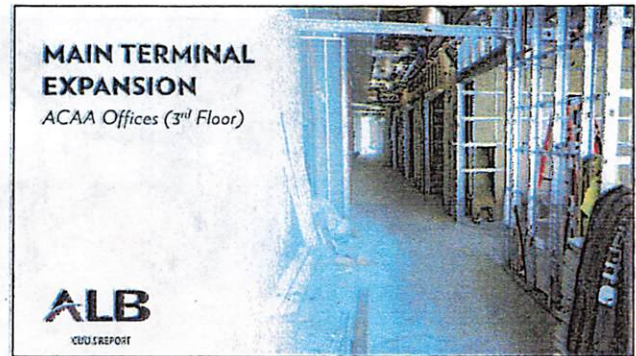
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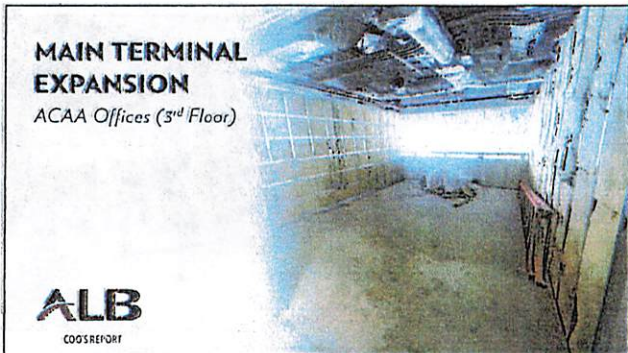
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1/29/2026



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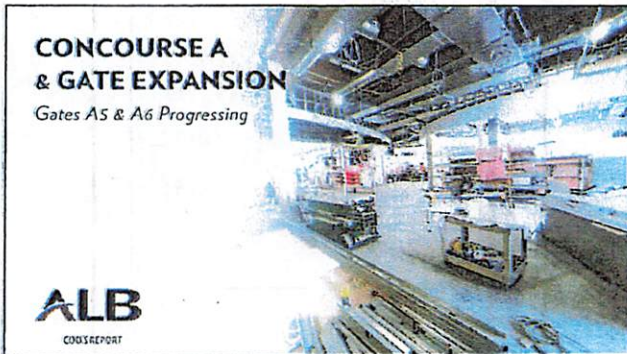
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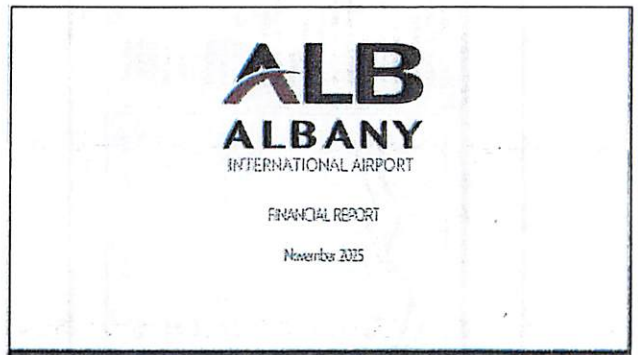
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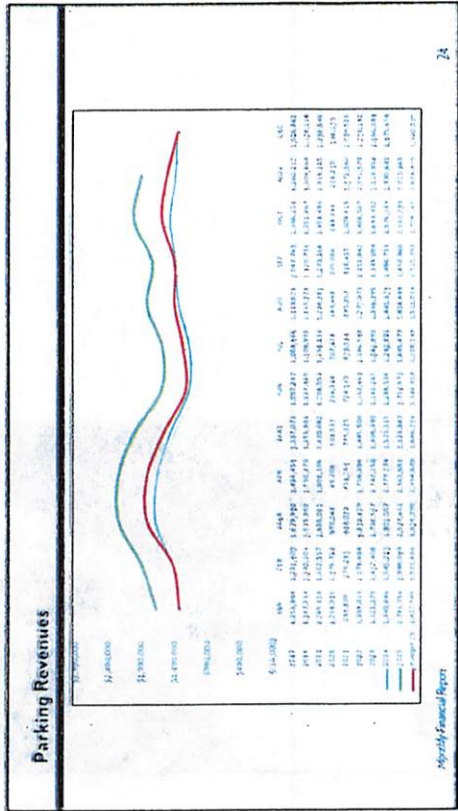
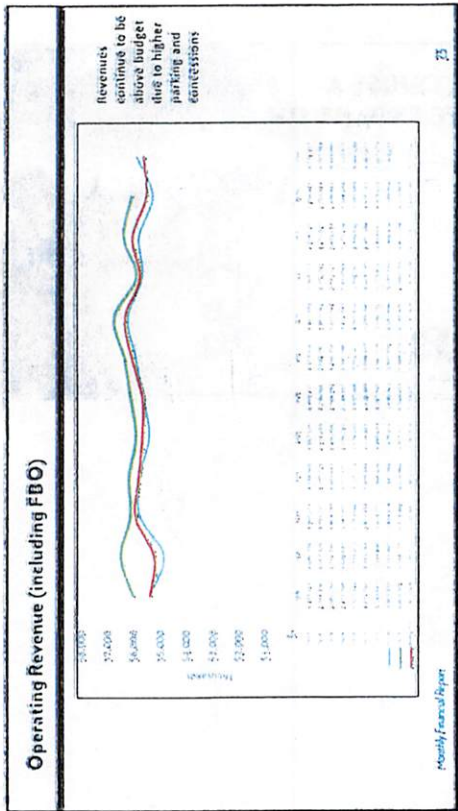
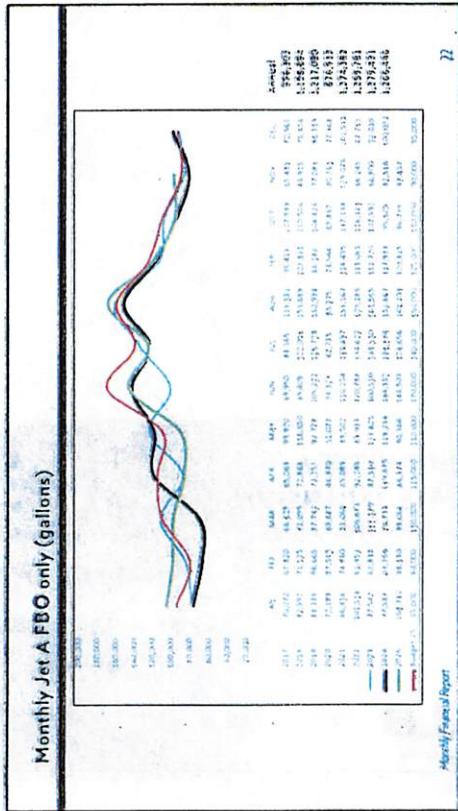
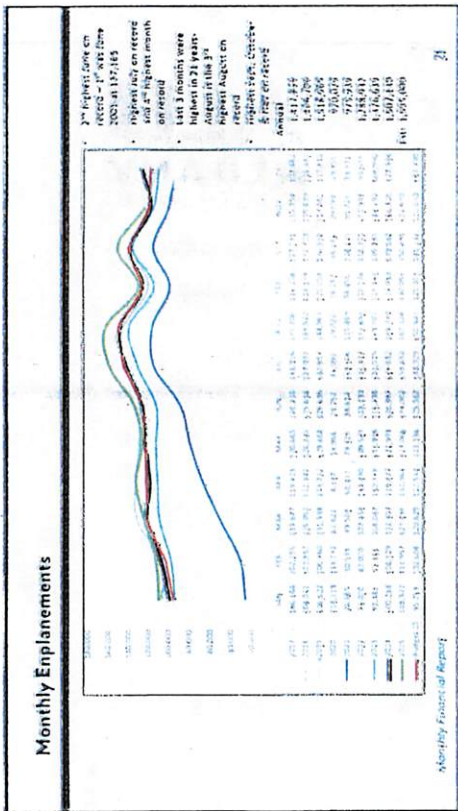
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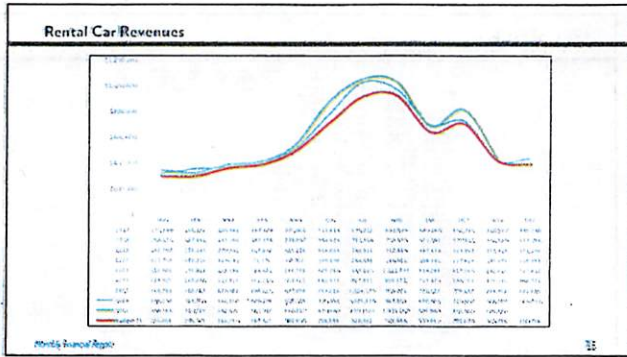


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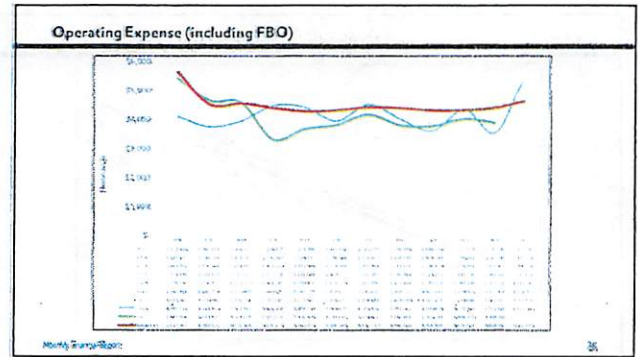


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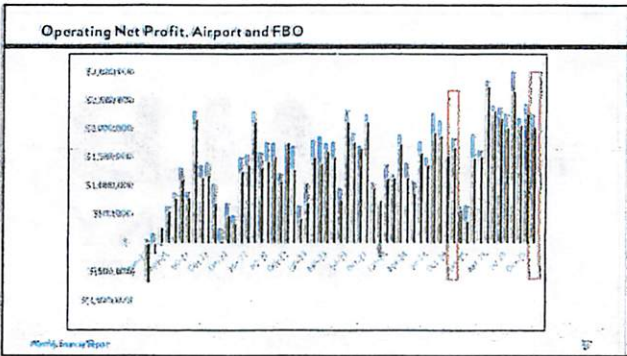




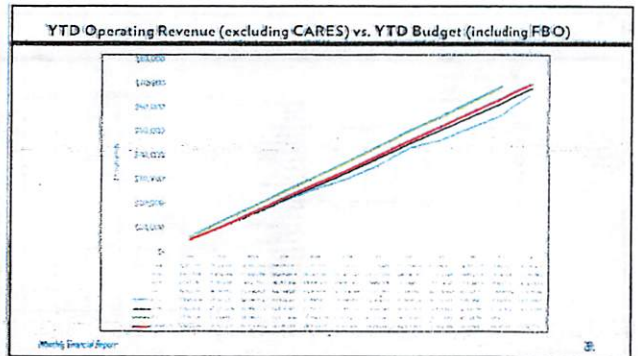
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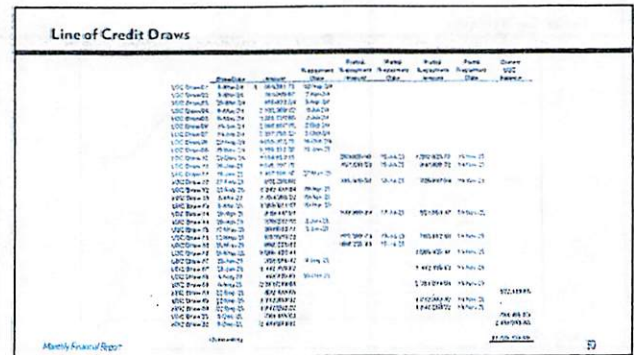
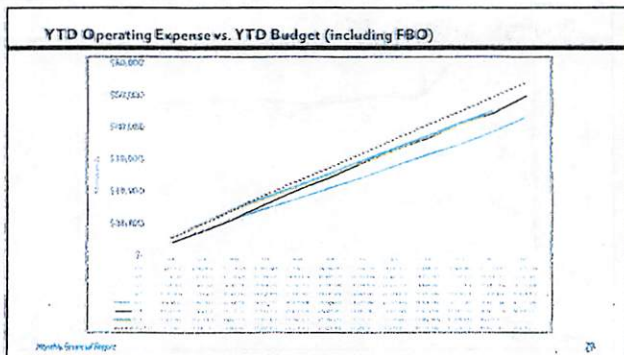


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## Airline Schedules

### Allegiant International Airport Relive and Direct Market Flights For the month of January 11, 2025

airline	aircraft	flights	flights	flights	flights	flights	flights	flights	flights
Allegiant	A320	1	2	3	4	5	6	7	8
Delta	A320	9	10	11	12	13	14	15	16
JetBlue	A320	17	18	19	20	21	22	23	24
Southwest	A320	25	26	27	28	29	30	31	32
United	A320	33	34	35	36	37	38	39	40
Frontier	A320	41	42	43	44	45	46	47	48
Allegiant	A320	49	50	51	52	53	54	55	56
Delta	A320	57	58	59	60	61	62	63	64
JetBlue	A320	65	66	67	68	69	70	71	72
Southwest	A320	73	74	75	76	77	78	79	80
United	A320	81	82	83	84	85	86	87	88
Frontier	A320	89	90	91	92	93	94	95	96
Allegiant	A320	97	98	99	100	101	102	103	104
Delta	A320	105	106	107	108	109	110	111	112
JetBlue	A320	113	114	115	116	117	118	119	120
Southwest	A320	121	122	123	124	125	126	127	128
United	A320	129	130	131	132	133	134	135	136
Frontier	A320	137	138	139	140	141	142	143	144
Allegiant	A320	145	146	147	148	149	150	151	152
Delta	A320	153	154	155	156	157	158	159	160
JetBlue	A320	161	162	163	164	165	166	167	168
Southwest	A320	169	170	171	172	173	174	175	176
United	A320	177	178	179	180	181	182	183	184
Frontier	A320	185	186	187	188	189	190	191	192
Allegiant	A320	193	194	195	196	197	198	199	200
Delta	A320	201	202	203	204	205	206	207	208
JetBlue	A320	209	210	211	212	213	214	215	216
Southwest	A320	217	218	219	220	221	222	223	224
United	A320	225	226	227	228	229	230	231	232
Frontier	A320	233	234	235	236	237	238	239	240
Allegiant	A320	241	242	243	244	245	246	247	248
Delta	A320	249	250	251	252	253	254	255	256
JetBlue	A320	257	258	259	260	261	262	263	264
Southwest	A320	265	266	267	268	269	270	271	272
United	A320	273	274	275	276	277	278	279	280
Frontier	A320	281	282	283	284	285	286	287	288
Allegiant	A320	289	290	291	292	293	294	295	296
Delta	A320	297	298	299	300	301	302	303	304
JetBlue	A320	305	306	307	308	309	310	311	312
Southwest	A320	313	314	315	316	317	318	319	320
United	A320	321	322	323	324	325	326	327	328
Frontier	A320	329	330	331	332	333	334	335	336
Allegiant	A320	337	338	339	340	341	342	343	344
Delta	A320	345	346	347	348	349	350	351	352
JetBlue	A320	353	354	355	356	357	358	359	360
Southwest	A320	361	362	363	364	365	366	367	368
United	A320	369	370	371	372	373	374	375	376
Frontier	A320	377	378	379	380	381	382	383	384
Allegiant	A320	385	386	387	388	389	390	391	392
Delta	A320	393	394	395	396	397	398	399	400
JetBlue	A320	401	402	403	404	405	406	407	408
Southwest	A320	409	410	411	412	413	414	415	416
United	A320	417	418	419	420	421	422	423	424
Frontier	A320	425	426	427	428	429	430	431	432
Allegiant	A320	433	434	435	436	437	438	439	440
Delta	A320	441	442	443	444	445	446	447	448
JetBlue	A320	449	450	451	452	453	454	455	456
Southwest	A320	457	458	459	460	461	462	463	464
United	A320	465	466	467	468	469	470	471	472
Frontier	A320	473	474	475	476	477	478	479	480
Allegiant	A320	481	482	483	484	485	486	487	488
Delta	A320	489	490	491	492	493	494	495	496
JetBlue	A320	497	498	499	500	501	502	503	504
Southwest	A320	505	506	507	508	509	510	511	512
United	A320	513	514	515	516	517	518	519	520
Frontier	A320	521	522	523	524	525	526	527	528
Allegiant	A320	529	530	531	532	533	534	535	536
Delta	A320	537	538	539	540	541	542	543	544
JetBlue	A320	545	546	547	548	549	550	551	552
Southwest	A320	553	554	555	556	557	558	559	560
United	A320	561	562	563	564	565	566	567	568
Frontier	A320	569	570	571	572	573	574	575	576
Allegiant	A320	577	578	579	580	581	582	583	584
Delta	A320	585	586	587	588	589	590	591	592
JetBlue	A320	593	594	595	596	597	598	599	600
Southwest	A320	601	602	603	604	605	606	607	608
United	A320	609	610	611	612	613	614	615	616
Frontier	A320	617	618	619	620	621	622	623	624
Allegiant	A320	625	626	627	628	629	630	631	632
Delta	A320	633	634	635	636	637	638	639	640
JetBlue	A320	641	642	643	644	645	646	647	648
Southwest	A320	649	650	651	652	653	654	655	656
United	A320	657	658	659	660	661	662	663	664
Frontier	A320	665	666	667	668	669	670	671	672
Allegiant	A320	673	674	675	676	677	678	679	680
Delta	A320	681	682	683	684	685	686	687	688
JetBlue	A320	689	690	691	692	693	694	695	696
Southwest	A320	697	698	699	700	701	702	703	704
United	A320	705	706	707	708	709	710	711	712
Frontier	A320	713	714	715	716	717	718	719	720
Allegiant	A320	721	722	723	724	725	726	727	728
Delta	A320	729	730	731	732	733	734	735	736
JetBlue	A320	737	738	739	740	741	742	743	744
Southwest	A320	745	746	747	748	749	750	751	752
United	A320	753	754	755	756	757	758	759	760
Frontier	A320	761	762	763	764	765	766	767	768
Allegiant	A320	769	770	771	772	773	774	775	776
Delta	A320	777	778	779	780	781	782	783	784
JetBlue	A320	785	786	787	788	789	790	791	792
Southwest	A320	793	794	795	796	797	798	799	800
United	A320	801	802	803	804	805	806	807	808
Frontier	A320	809	810	811	812	813	814	815	816
Allegiant	A320	817	818	819	820	821	822	823	824
Delta	A320	825	826	827	828	829	830	831	832
JetBlue	A320	833	834	835	836	837	838	839	840
Southwest	A320	841	842	843	844	845	846	847	848
United	A320	849	850	851	852	853	854	855	856
Frontier	A320	857	858	859	860	861	862	863	864
Allegiant	A320	865	866	867	868	869	870	871	872
Delta	A320	873	874	875	876	877	878	879	880
JetBlue	A320	881	882	883	884	885	886	887	888
Southwest	A320	889	890	891	892	893	894	895	896
United	A320	897	898	899	900	901	902	903	904
Frontier	A320	905	906	907	908	909	910	911	912
Allegiant	A320	913	914	915	916	917	918	919	920
Delta	A320	921	922	923	924	925	926	927	928
JetBlue	A320	929	930	931	932	933	934	935	936
Southwest	A320	937	938	939	940	941	942	943	944
United	A320	945	946	947	948	949	950	951	952
Frontier	A320	953	954	955	956	957	958	959	960
Allegiant	A320	961	962	963	964	965	966	967	968
Delta	A320	969	970	971	972	973	974	975	976
JetBlue	A320	977	978	979	980	981	982	983	984
Southwest	A320	985	986	987	988	989	990	991	992
United	A320	993	994	995	996	997	998	999	1000

#### Direct Market

airline	aircraft	flights	flights	flights	flights	flights	flights	flights	flights
Allegiant	A320	1	2	3	4	5	6	7	8
Delta	A320	9	10	11	12	13	14	15	16
JetBlue	A320	17	18	19	20	21	22	23	24
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Frontier	A320	89	90	91	92	93	94	95	96
Allegiant	A320	97	98	99	100	101	102	103	104
Delta	A320	105	106	107	108	109	110	111	112
JetBlue	A320	113	114	115	116	117	118	119	120
Southwest	A320	121	122	123	124	125	126	127	128
United	A320	129	130	131	132	133	134	135	136
Frontier	A320	137	138	139	140	141	142	143	144
Allegiant	A320	145	146	147	148	149	150	151	152

**Thank You**

**ALB**  
**ALBANY**  
INTERNATIONAL AIRPORT

Albany International Airport

## PROJECT DEVELOPMENT

**ALB**

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## TERMINAL ELEVATOR REPLACEMENT

**ALB**  
PROJECT DEVELOPMENT

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## SOUTH PERIMETER ROAD

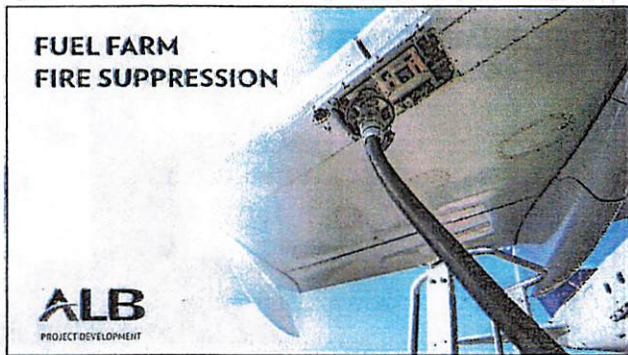
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PROJECT DEVELOPMENT

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## GENERAL AVIATION APRON REHAB

**ALB**  
PROJECT DEVELOPMENT

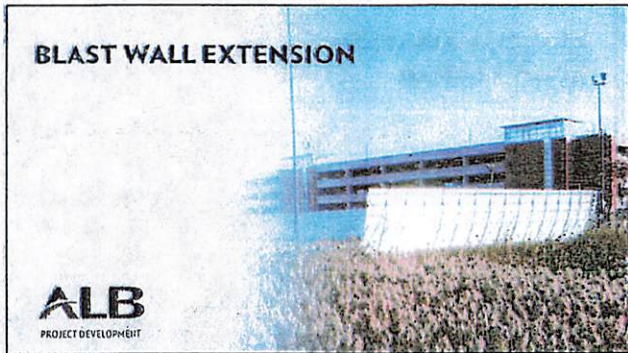
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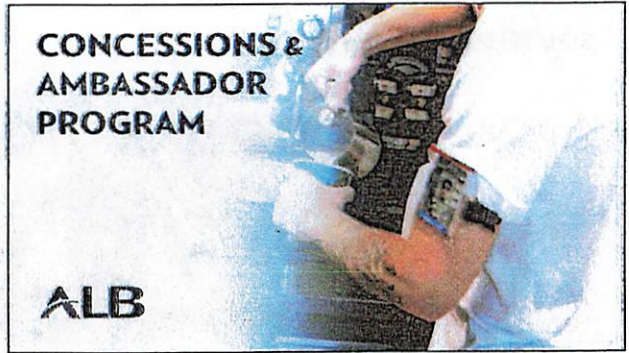
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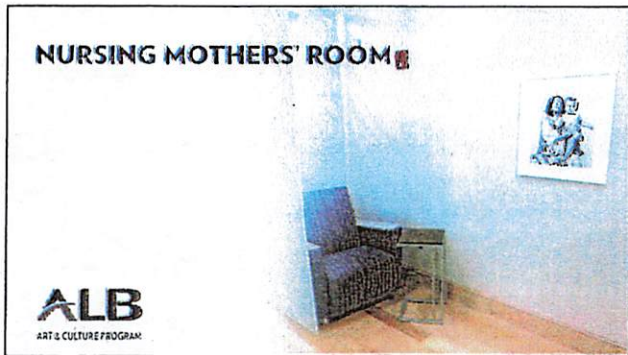
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**NOTICE**

**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, January 12, 2026 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.

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

ALBANY INTERNATIONAL AIRPORT

Account Number: 061026000  
Order Number: IPLATU0118599

737 ALBANY SHAKER RD

Albany NY 12211

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:

01/06/2026

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 7th day of January 2026.

Tyshawn Harrison  
Notary Public Signature

Tyshawn Harrison  
Notary Public - State of New York  
No. 0111A0005298  
Qualified in Erie County  
Commission Expires 04/07/2027

IPLATU0118599



*Posted to website  
& Info Desk  
1/2/2026  
A. Paul*

### **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, January 12, 2026 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.

**Liz Charland**

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**From:** Liz Charland  
**Sent:** Friday, January 2, 2026 9:55 AM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** ACAA Meeting January 12, 2026 at 9:00 a.m.

**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, January 12, 2026 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.

## Liz Charland

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**From:** Liz Charland  
**Sent:** Friday, January 2, 2026 9:50 AM  
**To:** 'TU Legals'  
**Subject:** Account No. 061026000 - Pre-Approved - No Confirmation Required - Regular Meeting January 12, 2026 at 9:00 a.m.

Please publish one time as soon as possible. Let me know if you have any questions.

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**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Friday, January 2, 2026 9:55 AM  
**To:** Amelia Calhoun (Confidential Secretary to County Executive); Beth DiBattista (Turner; Brian King; Cameron Sagan (Albany County; Carl Stewart (Turner; Carmiena Brooks; Chris Menge; County Executive Daniel P. McCoy; Dave Collins; Frank Mauriello, Albany County Minority Leader; George Penn (Albany County; James Curran (Minority Counsel); Jermy Martelle (CHA; Jill Bryce; Johanna Bateman; Kelly Schoonmaker (TSA); Kevin Butterfield; Larry Rulison (Times Union; LRulison (Times Union; Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mary Rozak (Albany County; Melissa Wolfgang; Mike DeMasi (Business Review; mmangini; Pete Rea; Ray Camilli; Rebekah Kennedy (Majority Counsel); Rich Amadon (CHA; Rick Karlin; Rob Wagner (Project Manager Turner; Spotlight News; Steve Dorsey; Susan Quine-Laurilliard (Mass Transit); WRGB News  
**Subject:** ACAA Meeting Notice Monday January 12, 2026 at 9:00 a.m.

**ALBANY COUNTY AIRPORT AUTHORITY  
MEETING NOTICE**

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## **Liz Charland**

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**From:** Liz Charland  
**Sent:** Friday, January 2, 2026 10:47 AM  
**To:** ACAA Board Room; Bobbi Matthews; Brian King; Carmiena Brooks; Christine Quinn; Dave Collins; David Montiverdi; Deborah Pasquini; Dwayne Lovely; Helen Chadderdon; Jennifer Munger; Jim O'brien; John LaClair; John O'Donnell; Katherine Mahoney; Kathryn Kane; Kevin Hehir; Liz Charland; Margaret Herrmann; Matthew Hunter; Matthew Mokey; Perry Blanchard; Peter Stuto; Ray Camilli; Steve Dorsey  
**Subject:** ACAA Meeting Monday January 12, 2026 at 9:00 a.m.

### **ALBANY COUNTY AIRPORT AUTHORITY MEETING NOTICE**

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## **AGENDA ITEM NO. 1**

### **Chairman's Remarks**

## **AGENDA ITEM NO. 1.1**

**Albany County Airport  
Authority Officers**

**DEFERRED**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**



ACAA Approved  
01/12/2026

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

**December 15, 2025**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on December 15, 2025 at 9:00 a.m. in the Third Floor Conference Room located in the Terminal at the Albany International Airport, Albany, New York by Chair Samuel A. Fresina, with the following present:

### **MEMBERS PRESENT**

Samuel A. Fresina, Chair  
Kevin R. Hicks, Sr.  
Steven Heider  
Harold Iselin  
Sari O'Connor  
John-Raphael Pichardo  
Janet M. Thayer

### **MEMBERS ABSENT**

### **STAFF**

Peter F. Stuto, Chief Executive Officer  
John A. O'Donnell, Chief Operating Officer  
Christine Quinn, Authority Counsel  
Margaret Herrmann, Acting Chief Finance Officer  
Kathy Greenwood, Director of Art & Culture  
Helen Chadderdon, Marketing Manager  
Liz Charland, Administrative Services  
Matt Hunter, Communication Director  
Dave Montiverdi, Airport Planner  
Matt Mokey, Airport Engineer  
Debbie Pasquini, Confidential Secretary

### **ATTENDEES**

Carmiena Brooks, Assistant Airport Manager  
Ray Camilli, Airfield Maintenance Manager, Avports  
Chief Steve Dorsey, ARFF Avports  
Kevin Hehir, Avports Building Maintenance Manager  
Jim O'Brien, Operations Manager, Avports  
Lisa Kizina, Avports, Vice-President, Human Resources

Dennis Feeney, Majority Leader Albany County Legislature  
Susan Quine-Laurilliard, Chair Multi-Modal Transit Committee f/k/a Mass Transit Committee  
Matt Franzese, Risk Advisor, Risk Strategies Company  
Connor Benoit, Senior VP Hilltop Securities  
Laura M. Gulfo, Esq., Monaco Cooper Lamme & Carr  
Liz Ewing, Managing Director, Diversified Search Group

Chair Fresina noted that there was a quorum.

**General:**

**1. Chairman's Remarks**

Chair Fresina made a motion to go into executive session at 9:05 a.m. to discuss:

ES-1 Matter Involving a Particular Corporation

The motion was adopted unanimously

There being no action taken the meeting was returned to regular session at 10:10 a.m.

**2. Approval of Minutes**

Mr. Heider moved to approve the minutes of the November 21, 2025 regular board meeting.

The motion was adopted unanimously.

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

Mr. Stuto presented a Communications and Chief Executive Officer's Report for the month of December 2025.

**3A. Reports of Committees**

- Mr. Hicks advised the Finance Committee me on December 10, 2025 and reviewed the 2026 budget which will be presented for approval later in this meeting.
- Ms. O'Connor advised that the Capital Improvements Committee and Public Communications met on met on December 10, 2025 with full attendance.

**Reports:**

**4. Chief Operating Officer**

**5. Chief Financial Officer**

Ms. Herrmann presented the Financial Report for the month of December 2025.

(Power Point attached.)

**6. Project Development**

Mr. O'Donnell and Mr. Mokey presented the Project Development Report for the month of December 2025. (Power Point attached.)

**7. Counsel**

**8. Concessions/Ambassador Program**

Ms. Chadderdon provided a written report for December 2025.

**9. Public Affairs**

Mr. Hunter provided a written Public Affairs Report for the month of December 2025. (Power Point attached.)

**9A. Art & Culture Program**

**9B. Planning**

Mr. Montiverdi provided a written report for December 2025.

**Action Items:**

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

**10.1 Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 9, 2024.**

Ms. Quinn recommended review and approval of the Authority's Procurement Guidelines adopted December 14, 2015 and last reviewed and approved in December 2024. She advised that the NYS Authorities Budget Office requires that the Authority annually disclose if the procurement guidelines have been annually reviewed, amended if needed, and approved by its governing Board.

There are no current changes to the approved procurement guidelines.

Mr. Hicks moved to approve the Procurement Guidelines. The motion was adopted unanimously.

**10.2 Approve Final Airline Use and Lease Agreement effective January 1, 2026**

Ms. Herrmann recommended authorization to approve the final Airline Use and Lease Agreement effective January 1, 2026. She advised the current term of the Signatory Airline and Signatory Cargo Agreements ends on December 31, 2025. The Authority and the Airline Affairs Committee have negotiated a new agreement to take effective January 1, 2026 for a new initial five year period. The Authority utilizes the services of the law firm of Anderson & Kreiger, LLP and financial consultants Frasca & Associates, LLC to assist with legal and financial compliance and conformance with industry standards. A summary of the key changes to this document from the last agreement is included.

Ms. Thayer moved to approve the final Airline Use and Lease Agreement effective January 1, 2026. The motion was adopted unanimously.

**10.3 2026 insurance premiums including Aviation Liability, Automobile, Property, Workers Compensation, Public Officials, Pollution, Crime, Builders Risk, Cyber, Tanks & Tank Storage and Deadly Weapons.**

Ms. Herrmann recommended authorization to approve an expenditure not to exceed \$890,695 for 2026 insurance premiums including Automobile, Property, Workers Compensation, Public Officials, Pollution, Crime, Builders Risk, Cyber, Tanks & Tank Storage and Deadly Weapons and NTE \$210,000 for Aviation Liability and Excess Aviation Liability insured through AvPorts and a \$60,000 brokers fee not included in the premium amount.

She also advised to safeguard and protect the assets of the Albany International Airport, the risk management program transfers the probability of financial loss due to an unfortunate event(s) to a third party via the procurement of the insurance policies. This year the ACAA insurance broker, Risk Strategies, shopped underwriters for all insurance lines with a term from December 31, 2025 – December 31, 2026.

Staff has reviewed the options and recommends approval of the insurance package in the amount of \$890,695 brokered by Risk Strategies and NTE \$210,000 for Aviation Liability and Excess Aviation Liability insured through AvPorts with a recommendation to extend, for one year, the agreement with Risk Strategies for insurance broker services in the amount of \$60,000.

Mr. Hicks moved to approve an expenditure not to exceed \$890,695 for 2026 insurance premiums including Automobile, Property, Workers Compensation, Public Officials, Pollution, Crime, Builders Risk, Cyber, Tanks & Tank Storage and Deadly Weapons and NTE \$210,000 for Aviation Liability and Excess Aviation Liability insured through AvPorts and a \$60,000 brokers fee not included in the premium amount to extend, for one year, the agreement with Risk Strategies for insurance broker services. The motion was adopted unanimously.

**10.4 Adoption of Budget 2026 in the amount of \$71,736,246 and authorization to transfer \$168,208 from the Authority to the Albany County Airport Authority OPEB Trust.**

Mr. Hicks advised the Finance Committee met on December 10, 2025 and made a positive recommendation for Adoption of Budget 2026 in the amount of \$71,736,246 and authorized the transfer of \$168,208 from the Authority to the Albany County Airport Authority OPEB Trust.

Ms. O'Connor moved to approve the Adoption of the 2026 Budget in the amount of \$71,736,246 and authorized the transfer of \$168,208 from the Authority to the Albany County Airport Authority OPEB Trust. The motion was adopted unanimously.

**10.5 Negotiations – Contract No. S-1261(CME) Design of Wayfinding and Signage Improvements – Terminal Area Signage and Parking Improvements – Tabled at the November 21, 2025 Board Meeting**

Mr. O'Donnell recommended authorization to Negotiate Contract No. S-1261 Creighton Manning Engineering & Surveying (CME) for Professional Engineering Services for Wayfinding & Signage Improvements – Terminal Area Signage and Parking Improvements with an amendment to include highway signs and E-Lot Improvements. He advised the Request for Qualifications was widely advertised and three qualified companies responded. The Evaluation Committee scored each proposal in accordance with criteria specified in the RFQ. The engineering team of Creighton Manning Engineering, LLP received the highest score.

The project scope is to provide design options utilizing experienced and creative design experts. The work area will be, for the most part, focused on the Terminal area. The new signs, as proposed by the design consultants, shall compliment the airport's recent branding campaign. The customer experience will be a priority in establishing the location and appearance of the new signs in Terminal area along with other key locations.

In addition, expanding parking lot configurations and usage will be included in the project scope. The design services will include the preparation of conceptual, schematic and final construction documents which are ready for bidding.

The project schedule will be condensed with the objective of producing at least two bid packages. The first shall be ready to be bid prior to onset of summer with an upgraded signage program and the second package in late summer for parking improvement plan. The consultant shall be prepared to adequately staff the project to accomplish these tasks.

Mr. Pichardo moved to approve negotiations for Contract No. S-1261 with Creighton Manning Engineering & Surveying (CME) for Professional Engineering Services for Wayfinding & Signage Improvements – Terminal

Area Signage and Parking Improvements with an amendment to include highway signs and E-Lot Improvements. The motion was adopted unanimously.

**10.6 Intentionally Left Blank**

**10.7 Intentionally Left Blank**

**10.8 Intentionally Left Blank**

**10.9 Construction Contract: Authorization to Award Contract 1257-GC for New Restrooms on New Build and TSA 7th Lane.**

Mr. O'Donnell recommended authorization to award Contract 1257-GC New Restrooms on New Build and TSA 7th Lane to Greco Construction in the amount of \$949,000 contingent upon MWBE/SDVOB compliance. He advised the contract scope includes the construction of new restroom facilities along the west wall of the second floor of the new Terminal connector and the reconstruction of an existing space adjacent to the TSA screening area to make room for a 7<sup>th</sup> passenger scanning lane. This project is 100% airport funded.

Mr. Hicks moved to approve to award Contract 1257-GC New Restrooms on New Build and TSA 7th Lane to Greco Construction in the amount of \$949,000 contingent upon MWBE/SDVOB compliance. The motion was adopted unanimously.

**10.10 Contract No. 1254-E for the Purchase and Installation of all Electrical Components needed for the Airfield Electrical Switchgear Upgrades**

Mr. Mokey recommended authorization to award Contract 1254-E for the Purchase and Installation of all electrical components needed for the Airfield Electrical Switchgear Upgrades to DLC Electric, LLC for the Airfield Lighting System in the amount of \$1,500,000. He advised the existing airfield lighting switchgear for the two independent electrical feeds from National Grid, does not have the capability to switch from one feed to the other automatically. The upgrades will automate the switching process from one feed to the other in under 1.0 second, which will satisfy FAA requirement to allow the Airport to activate the MALSR (approach lights) in low visibility conditions, without needing to first start the emergency generator. This upgrade will become even more important in 2026 when the FAA replaces the existing MALSR system with the latest equipment. This project is 100% airport funded.

Ms. Thayer moved to approve the award of Contract 1254-E for the Purchase and Installation of all electrical components needed for the Airfield Electrical Switchgear Upgrades to DLC Electric, LLC for the Airfield Lighting System in the amount of \$1,500,000. The motion was adopted unanimously.

**11. Authorization of Change Orders**

**11.1 Construction Contract: Authorization of Change Order #9 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC.**

Mr. Mokey recommended authorization to award Change Order No. 9 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC. in the amount of \$93,104. He advised this change order work includes additional colored metal back cladding on the west side of the new blast wall facing Hockey Lane. Additional work also includes modifications to existing signage in Concourse A to improve wayfinding for passengers. This Change Order is 85% Federally funded and 15% State funded.

Ms. O'Connor moved to approve Change Order No. 9 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC. in the amount of \$93,104. The motion was adopted unanimously.

**11.2 Construction Contract: Authorization of Change Order# 9 for Authorization to Award Contract Change Order No. 9 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC.**

Mr. Mokey recommended authorization to award Change Order No. 9 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC. in the amount of \$88,133. He advised this Change Order request is to provide: Owner directed changes which include the premium portion of worker's compensation to advance critical path construction activities. The work involves the mechanical, electrical and general construction trades; Site accent lighting located in the landscaping areas adjacent to the North Garage and Short Term Parking; The addition of plywood backing support on the cornices of the Departure Hall Connector; and A change to provide lighting diffusers sized to property fit into the specified ceiling grid.

Mr. Hicks moved to approve Change Order No. 9 to Construction Contract 21-1082-INT STR for the Pre-TSA Terminal Expansion to MLB Construction Services, LLC. in the amount of \$88,133. The motion was adopted unanimously.

**12. Authorization of Federal and State Grants – NONE**

**13. Informational - NONE**

**Old Business:**

**New Business:**

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

Ms. O'Connor made a motion to go into another executive session at 10:35 a.m. to discuss:

ES-1 Matter Involving a Particular Corporation

ES-2 Matter Involving a Particular Individual

**There being no action taken and no further business, the meeting was adjourned at 11:55 a.m.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING  
AGENDA**

**December 15, 2025**

**General:**

- 1. Chairman's Remarks**
- 2. Approval of Minutes**  
**Regular Meeting – November 21, 2025**
- 3. Communications and Report of Chief Executive Officer**
- 3A. Reports of Committees**
  - **CIC**
  - **Finance**
  - **Public Communications**

**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**
- 9B. Planning**

**Action Items:**

- 10. Authorization of Contracts, Leases, Contract Negotiations, Contract Amendments and Action Items**
  - 10.1 Review and approval of the Authority's PROCUREMENT CONTRACT GUIDELINES, OPERATIVE POLICY, PETTY CASH ACCOUNTS AND INSTRUCTIONS (Procurement Guidelines) adopted December 14, 2015 and last reviewed December 9, 2024.**
  - 10.2 Approve Final Airline Use and Lease Agreement effective January 1, 2026.**
  - 10.3 2026 insurance premiums including Aviation Liability, Automobile, Property, Workers Compensation, Public Officials, Pollution, Crime, Builders Risk, Cyber, Tanks & Tank Storage and Deadly Weapons. [Agenda Item and attachments to be posted and forwarded to the Board upon receipt from insurance broker Risk Strategies.]**
  - 10.4 Adoption of Budget 2026 in the amount of \$71,736,246 and authorization to transfer \$168,208 from the Authority to the Albany County Airport Authority OPEB Trust.**
  - 10.5 Negotiations – Contract No. S-1261(CME) Design of Wayfinding and Signage Improvements – Terminal Area Signage and Parking Improvements – Tabled at the November 21, 2025 Board Meeting.**
  - 10.6 Intentionally Blank**
  - 10.7 Intentionally Blank**
  - 10.8 Intentionally Blank**
  - 10.9 Construction Contract: Authorization to Award Contract 1257-GC for New Restrooms on New Build and TSA 7th Lane**
  - 10.10 Contract No. 1254-E for the Purchase and Installation of all Electrical Components needed for the Airfield Electrical Switchgear Upgrades**
- 11. Authorization of Change Orders**
  - 11.1 Construction Contract: Authorization of Change Order #9 for Construction Contract 1127-GC for Concourse A Rehabilitation to AOW Construction LLC.**

**11.2 Construction Contract: Authorization of Change Order# 9 for  
Authorization to Award Contract Change Order No. 9 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 – NONE**

**13. Informational – NONE**

**Old Business:**

**New Business:**

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

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

**ES-2 Matter Involving a Particular Individual**



1



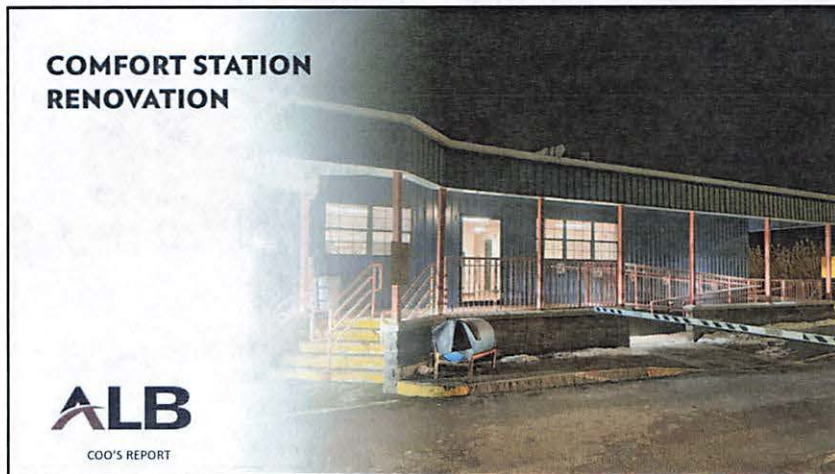
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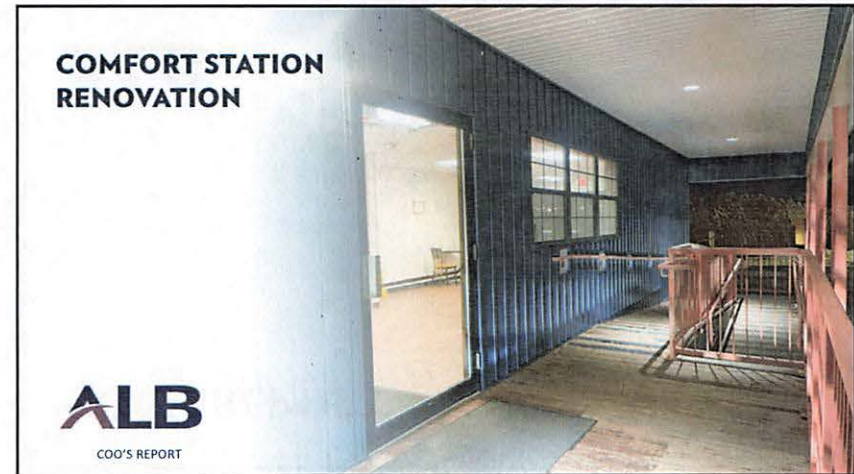
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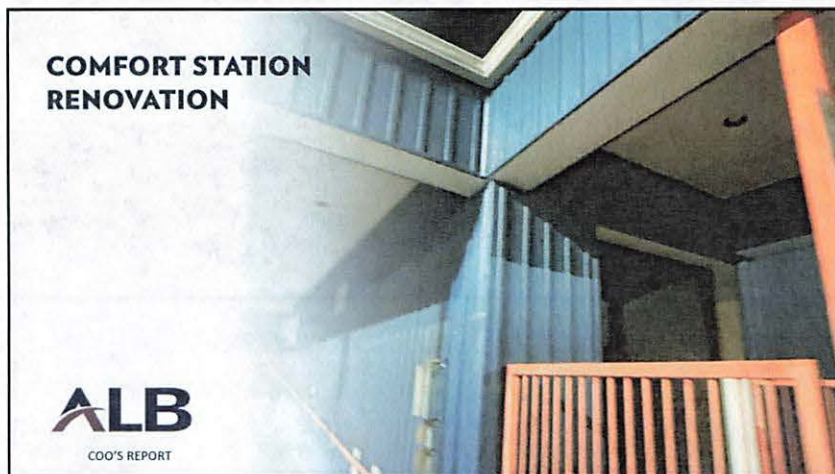
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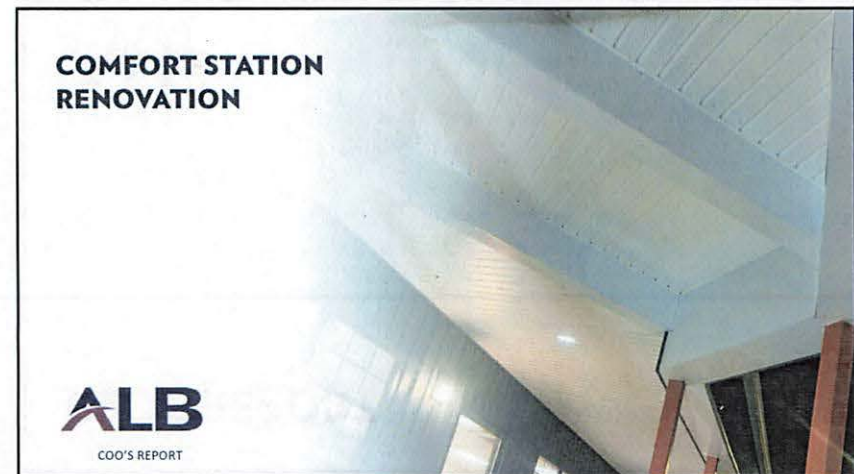
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## MAINTENANCE REPAIR OVERHALL HANGARS

**ALB**  
COO'S REPORT

9

## MAINTENANCE REPAIR OVERHALL HANGARS

**ALB**  
COO'S REPORT

10

## MAIN TERMINAL EXPANSION

**ALB**  
COO'S REPORT

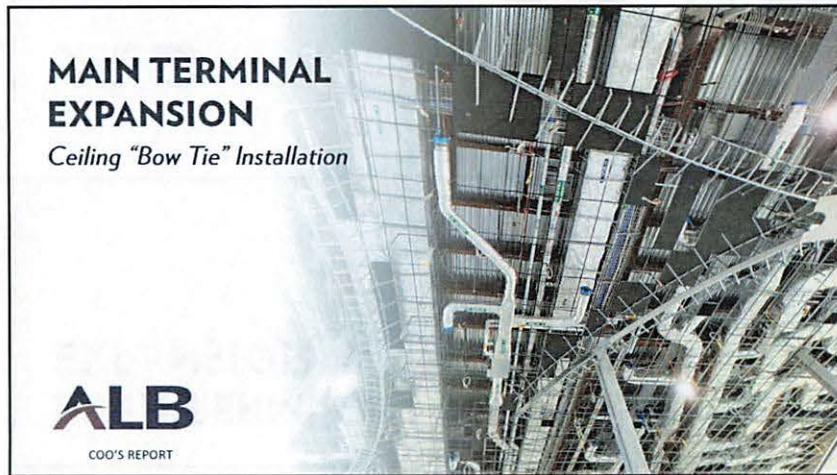
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## MAIN TERMINAL EXPANSION

*Ceiling "Bow Tie" Installation*

**ALB**  
COO'S REPORT

12



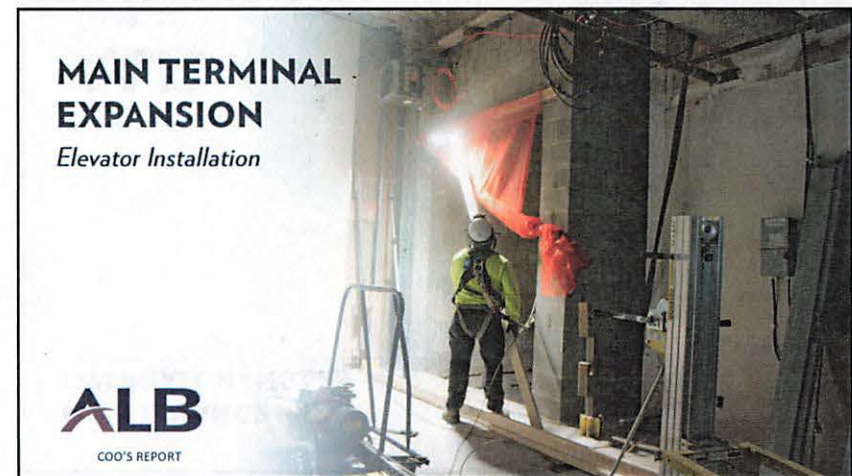
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## MAIN TERMINAL EXPANSION

*Terrazzo Flooring Installation*



17

## MAIN TERMINAL EXPANSION

*7<sup>th</sup> TSA Lane & New Bathrooms*

- Low bid received by Greco Construction for \$949,000
- Item on 12/15/2025 Board agenda



18

## MAIN TERMINAL EXPANSION

*7<sup>th</sup> TSA Lane & New Bathrooms*

- Low bid received by Greco Construction for \$949,000
- Item on 12/15/2025 Board agenda



19

## CONCOURSE A & GATE EXPANSION



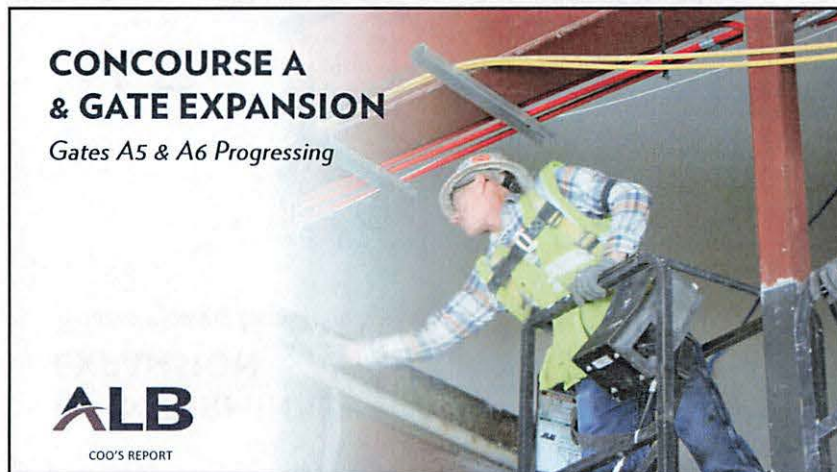
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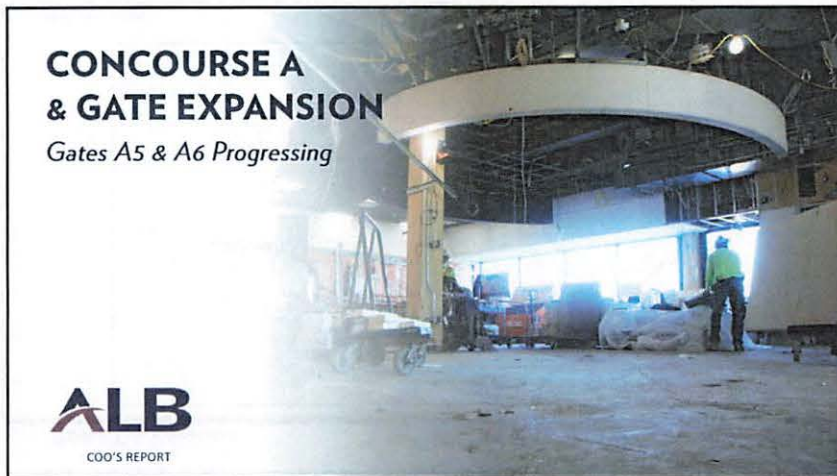
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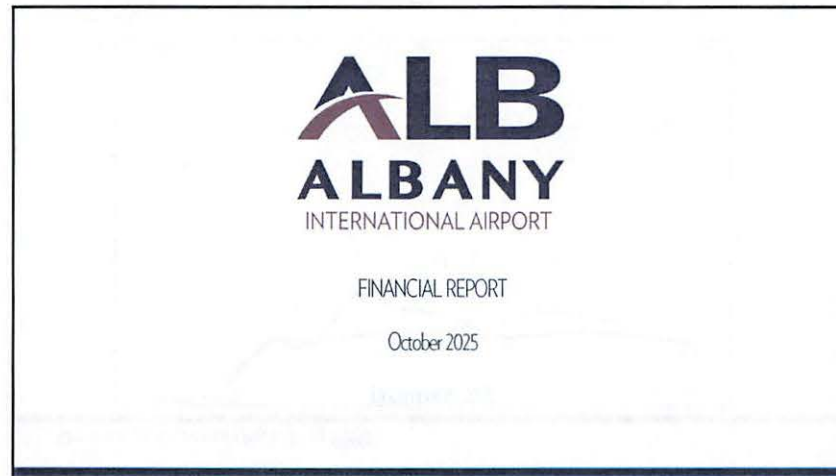
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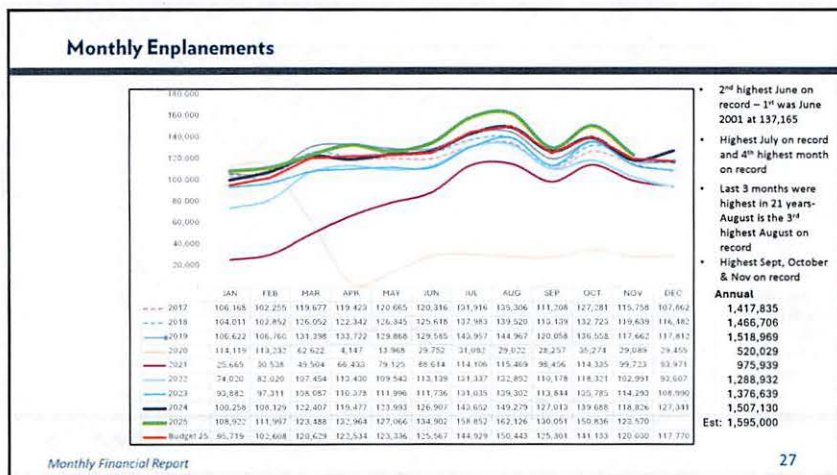
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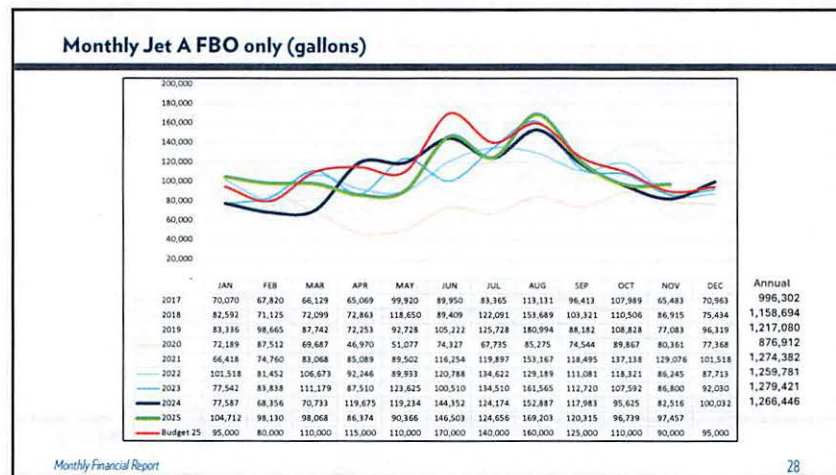
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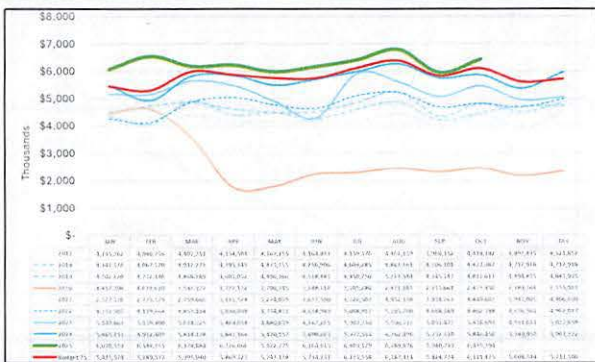


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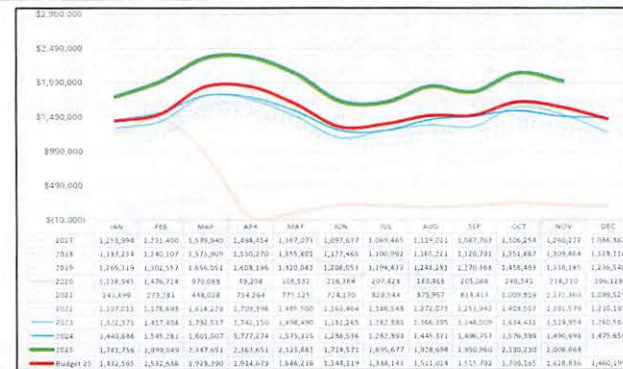
### Operating Revenue (including FBO)



Monthly Financial Report

29

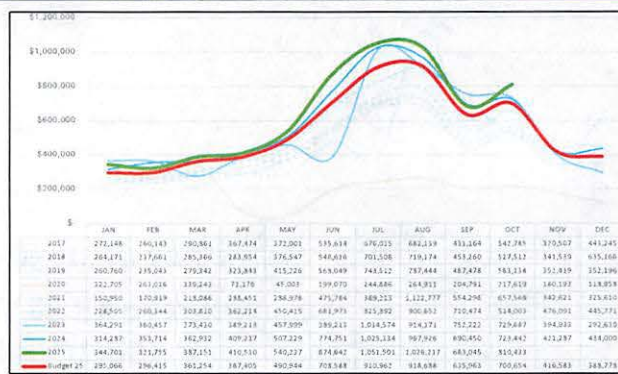
### Parking Revenues



Monthly Financial Report

30

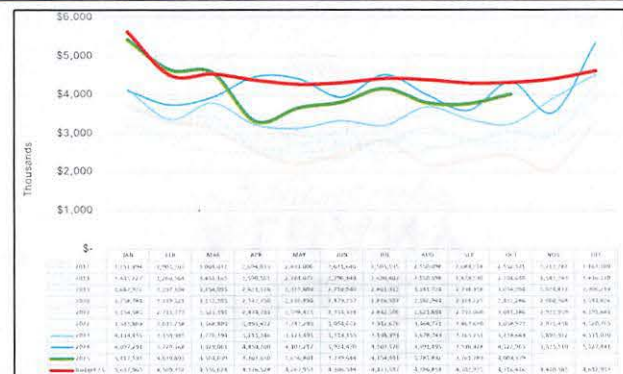
### Rental Car Revenues



Monthly Financial Report

31

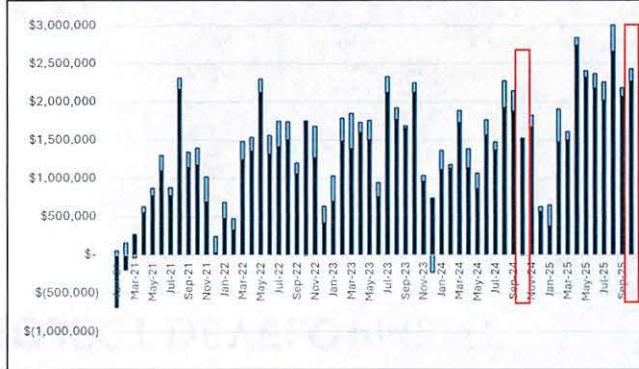
### Operating Expense (including FBO)



Monthly Financial Report

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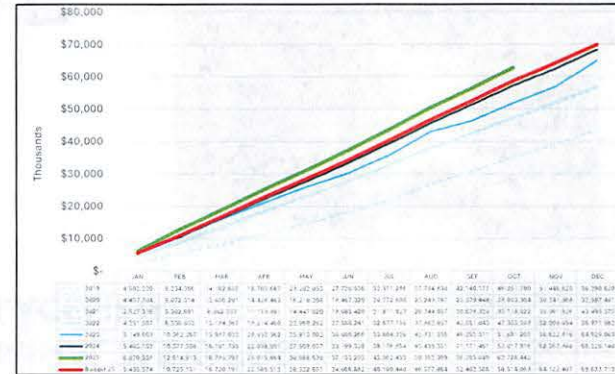
## Operating Net Profit, Airport and FBO



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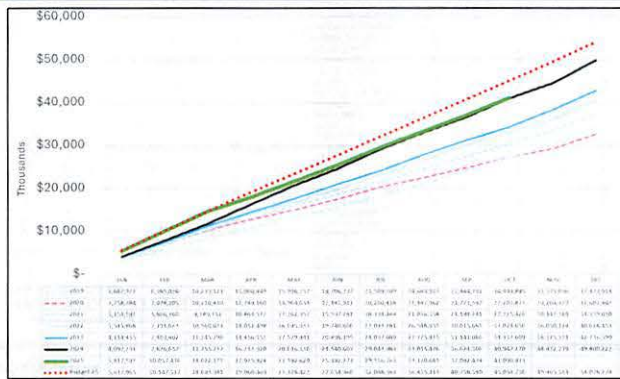
## YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)



34

34

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



35

35

## Line of Credit Draws

Line of Credit Activity						
Draw Date	Amount	Repayment Date	Partial Repayment Amount	Partial Repayment Date	Partial Repayment Amount	Current LOC Balance
LOC Draw 01	8-Mar-24	12-Aug-24				
LOC Draw 02	8-Mar-24	2-Apr-24				
LOC Draw 03	20-Mar-24	9-Apr-24				
LOC Draw 04	9-May-24	1-Jul-24				
LOC Draw 05	9-May-24	1-Jul-24				
LOC Draw 06	14-Jun-24	2-Oct-24				
LOC Draw 07	14-Jun-24	2-Oct-24				
LOC Draw 08	27-Aug-24	16-Oct-24				
LOC Draw 09	15-Nov-24	10-Jan-25				
LOC Draw 10	23-Sep-24	15-Jul-25	293,829.45	15-Jul-25	1,200,823.70	14-Nov-25
LOC Draw 11	16-Jan-25	15-Jul-25	197,531.03	15-Jul-25	847,608.72	14-Nov-25
LOC Draw 12	27-Feb-25	15-Jul-25	165,419.76	15-Jul-25	709,817.04	14-Nov-25
LOC Draw 13	5-Mar-25	15-Jul-25	156,886.54	15-Jul-25	501,561.17	14-Nov-25
LOC Draw 14	28-Apr-25	2-Jun-25	177,266.73	15-Jul-25	780,852.50	14-Nov-25
LOC Draw 15	12-May-25	2-Jun-25	381,933.11	15-Jul-25	896,225.85	14-Nov-25
LOC Draw 16	28-May-25	15-Jul-25	1,099,420.41	14-Nov-25	1,442,159.62	14-Nov-25
LOC Draw 17	23-Jun-25	14-Nov-25	2,761,014.98	14-Nov-25	502,138.65	14-Nov-25
LOC Draw 18	4-Aug-25	14-Nov-25	1,712,358.32	14-Nov-25	1,547,250.22	14-Nov-25
LOC Draw 19	22-Sep-25	14-Nov-25	1,547,250.22	14-Nov-25		
Outstanding						\$1,502,138.65

Monthly Financial Report

36

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### Airline Schedules

Albany International Airport  
Airline and Direct Market Flights  
For the week of December 14, 2025

AIRLINE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Alegiant	2	4	1		2	5	4
American	13	13	12	12	14	14	13
Avelo	2	1		2	1		
Breeze	1		1	2	1		2
Delta	9	9	9	9	9	9	7
Jet Blue	2	2	2	2	3	3	3
Southwest	13	11	11	11	13	13	14
United	7	7	7	7	7	7	7
	49	47	43	43	51	52	50

#### DIRECT MARKET

Atlanta	3	3	3	3	3	3	3
Baltimore	5	5	5	5	5	5	5
Charlotte				1			1
Charkite	3	3	3	3	3	3	3
Charlotte/Concord	1	1			1	1	
Chicago-Midway	2	2	2	2	2	2	2
Chicago-O'Hare	6	6	5	5	6	6	5
Dallas/Ft. Worth					1	1	1
Denver	1				1	1	1
Detroit	4	4	4	4	4	4	3
Fort Lauderdale	1	1	1	1	2	2	3
FT. Myers							1
Las Vegas	1	1	1	1	1	1	1
Miami							1
Myrtle Beach		1				1	1
Nashville	1	2	1	1	1	2	2
New York LaGuardia	2	2	2	2	2	2	1
Orlando	3	2	2	2	3	3	3
Orlando/Sanford	1				1		
Philadelphia	4	4	4	4	4	4	4
Punta Gorda	1				1	1	1
Raleigh Durham	2		1	1	2		
Sarasota Bradenton		1				1	
St. Petersburg	1	1				1	1
Tampa	4	4	4	4	4	4	4
Washington/Dulles	3	3	3	3	3	3	2
Washington/Reagan	3	3	3	3	3	3	2
	49	47	43	43	51	52	50

Monthly Financial Report

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THANK  
YOU

**ALB**  
**ALBANY**  
INTERNATIONAL AIRPORT

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### PROJECT DEVELOPMENT

**ALB**

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### TERMINAL ELEVATOR REPLACEMENT

**ALB**  
PROJECT DEVELOPMENT



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## SOUTH PERIMETER ROAD



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## GENERAL AVIATION APRON REHAB



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## FUEL FARM FIRE SUPPRESSION

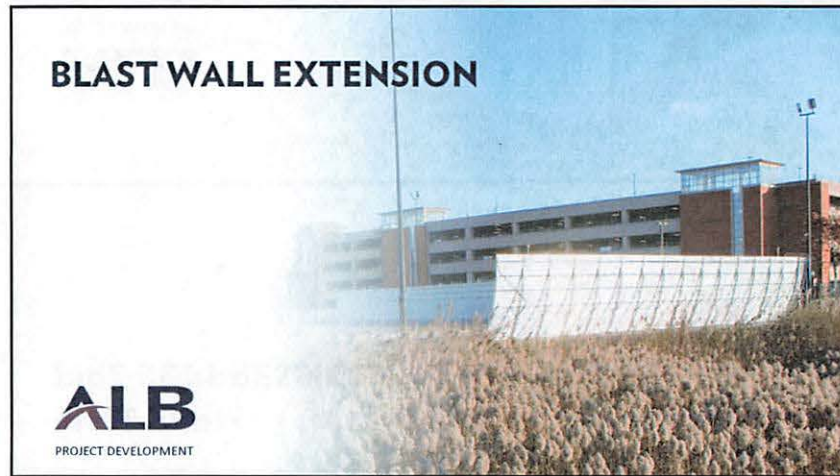


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## TRANSFORMER UPGRADE



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## RECENT MEDIA COVERAGE

BREEZE INAUGURAL  
FORT MYERS FLIGHT



**ALB**  
PUBLIC AFFAIRS



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## RECENT MEDIA COVERAGE

THANKSGIVING TRAVEL



**ALB**  
PUBLIC AFFAIRS



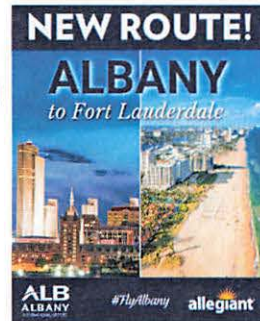
50

## RECENT NEWS COVERAGE

*Allegiant's New Route Between ALB and Fort Lauderdale*



**ALB**  
PUBLIC AFFAIRS



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## RECENT MEDIA COVERAGE

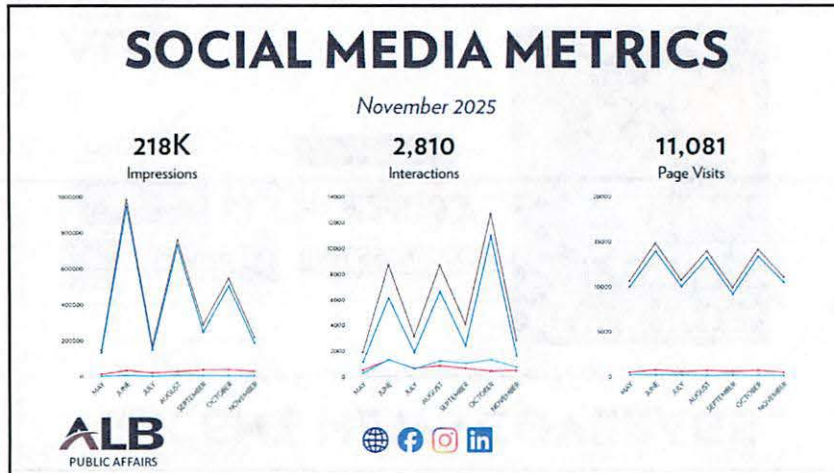
MAIN TERMINAL  
CONSTRUCTION UPDATE



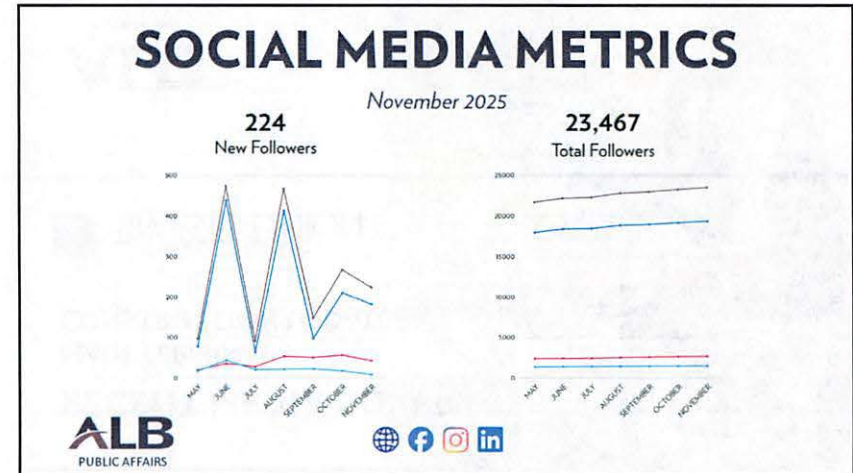
**ALB**  
PUBLIC AFFAIRS



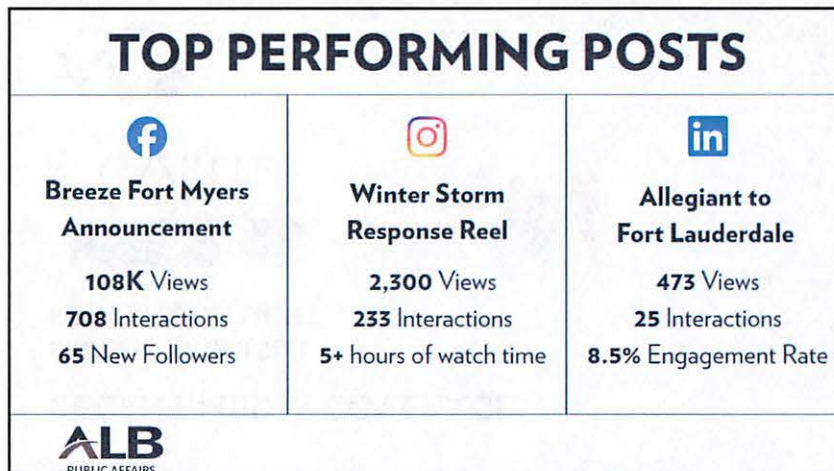
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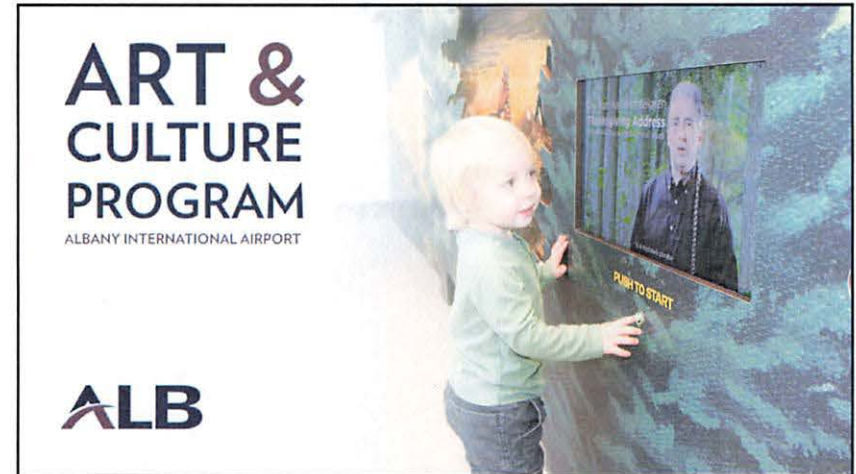
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## **AGENDA ITEM NO. 3**

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

## **AGENDA ITEM NO. 4**

**Chief Operating Officer**

## **AGENDA ITEM NO. 5**

**Chief Financial Officer**



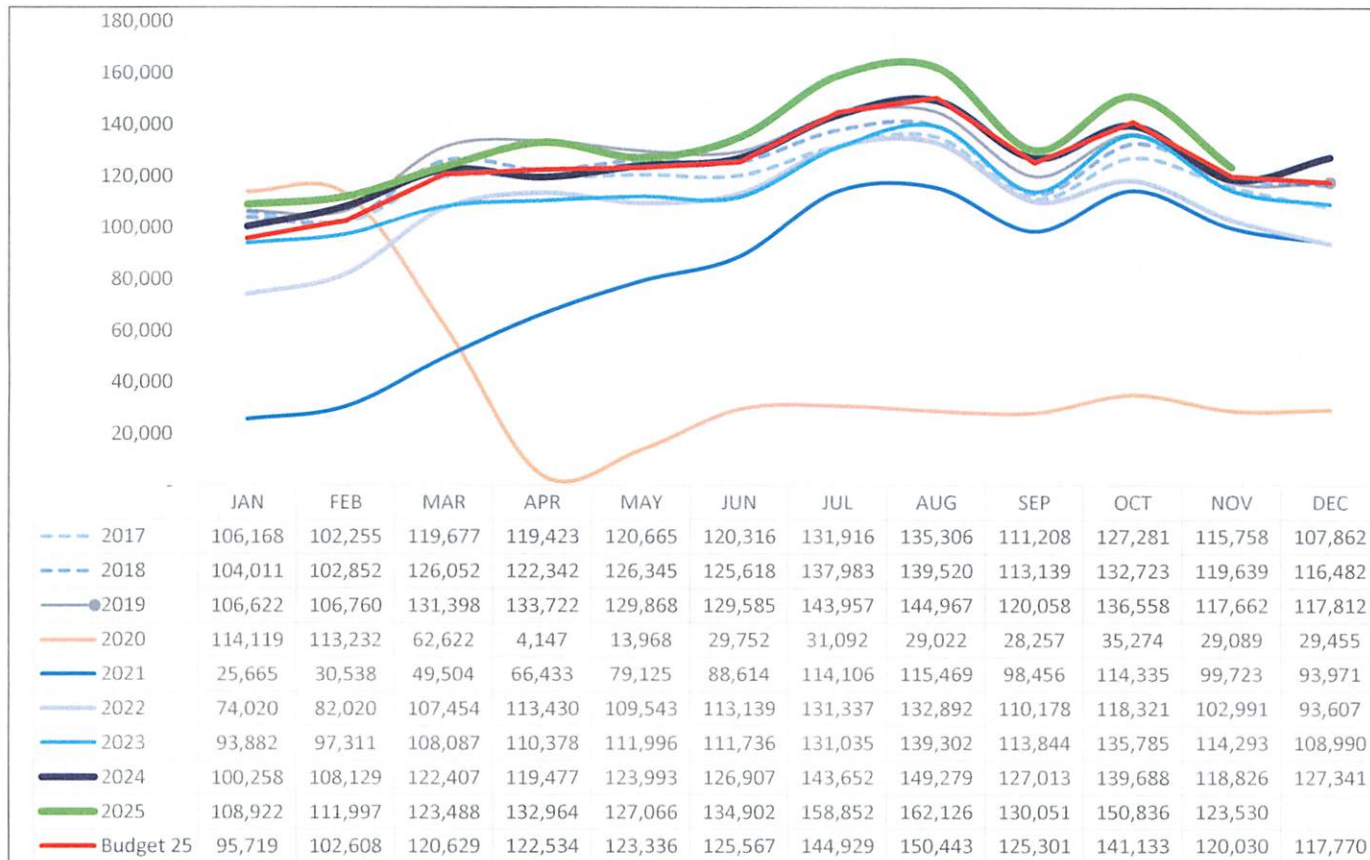
## FINANCIAL REPORT

November 2025

January 12, 2026



## Monthly Enplanements

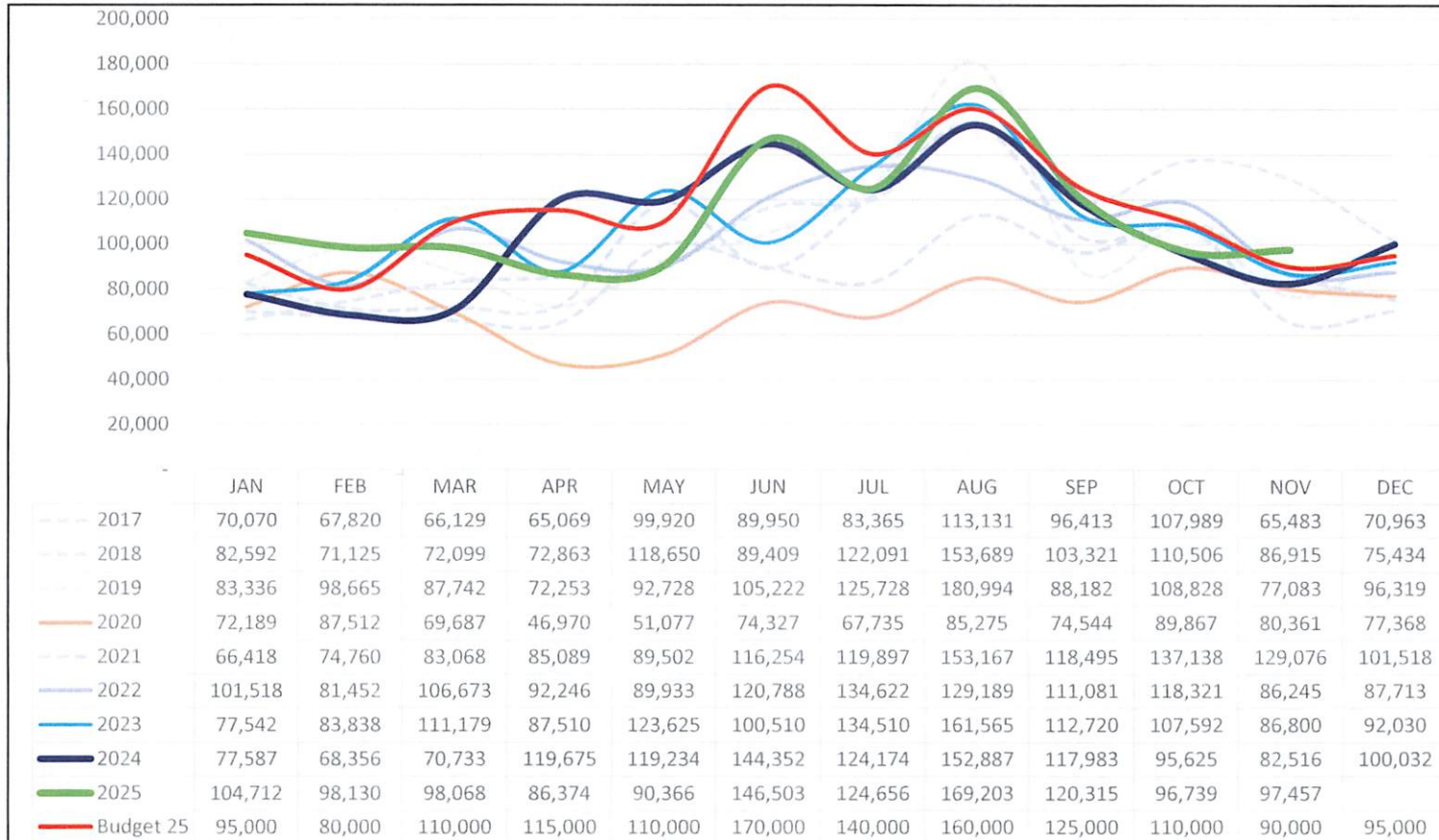


- 2<sup>nd</sup> highest June on record – 1<sup>st</sup> was June 2001 at 137,165
- Highest July on record and 4<sup>th</sup> highest month on record
- Last 3 months were highest in 21 years- August is the 3<sup>rd</sup> highest August on record
- Highest Sept, October & Nov on record

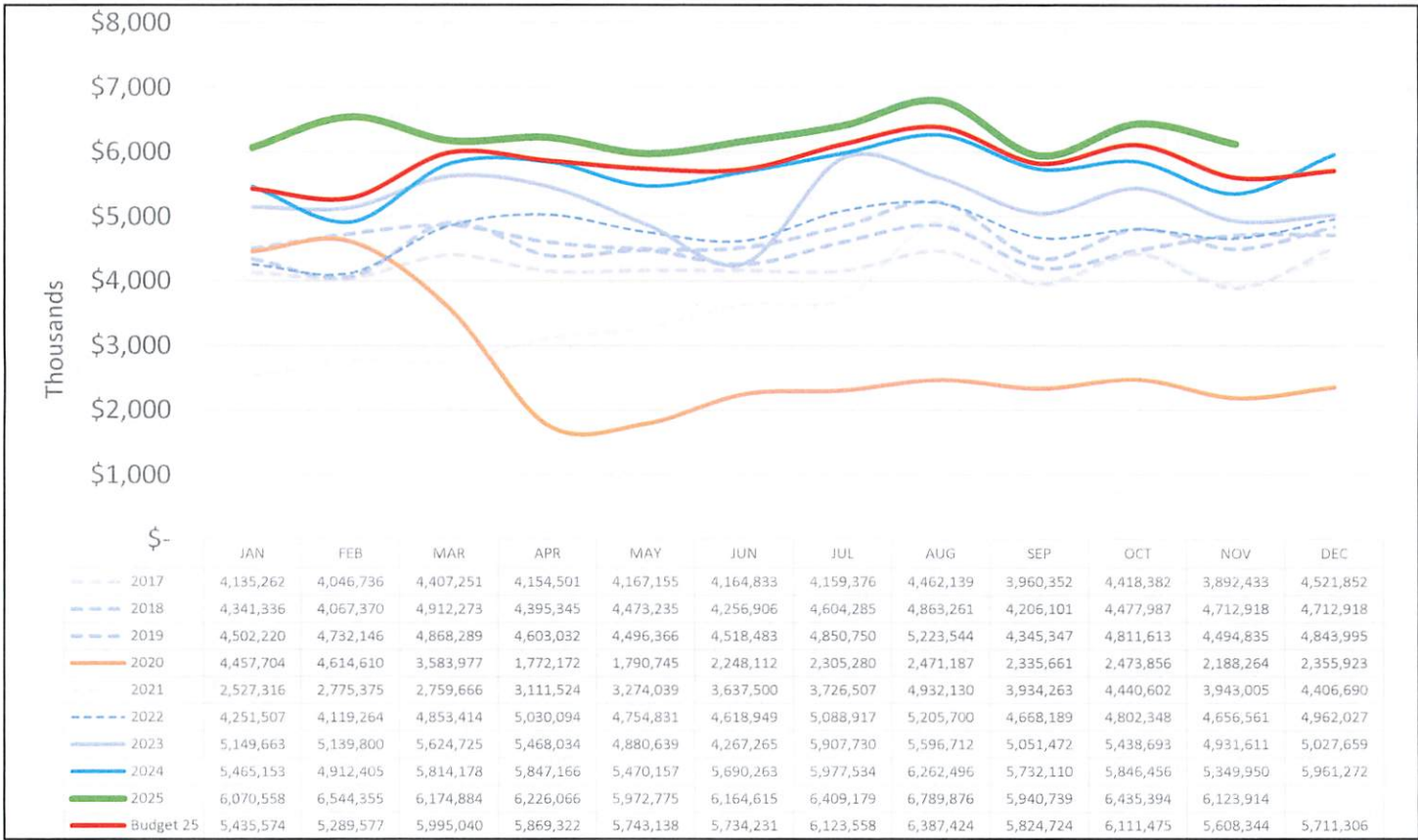
### Annual

1,417,835  
 1,466,706  
 1,518,969  
 520,029  
 975,939  
 1,288,932  
 1,376,639  
 1,507,130  
 Est: 1,595,000

## Monthly Jet A FBO only (gallons)

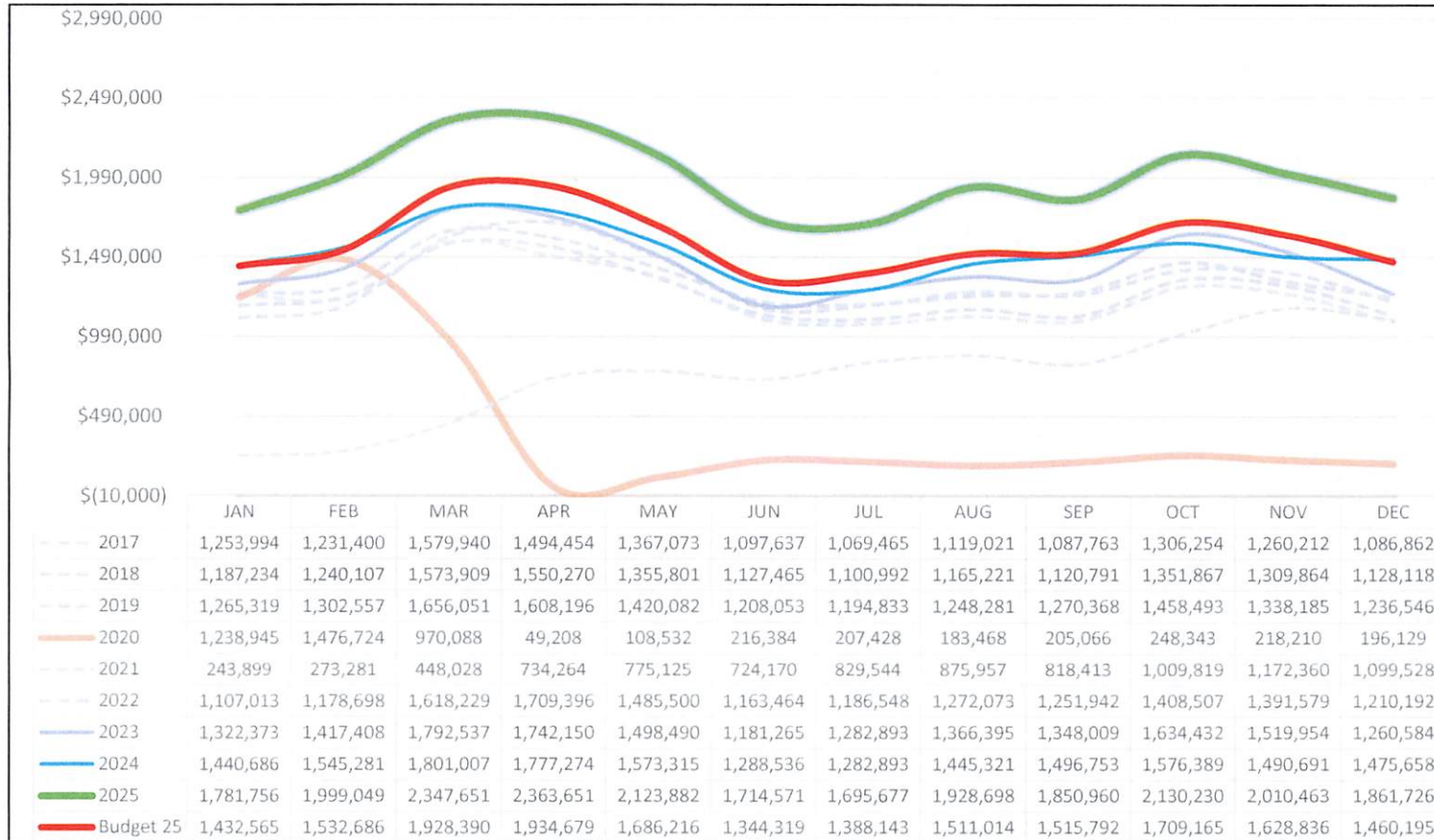


# Operating Revenue (including FBO)

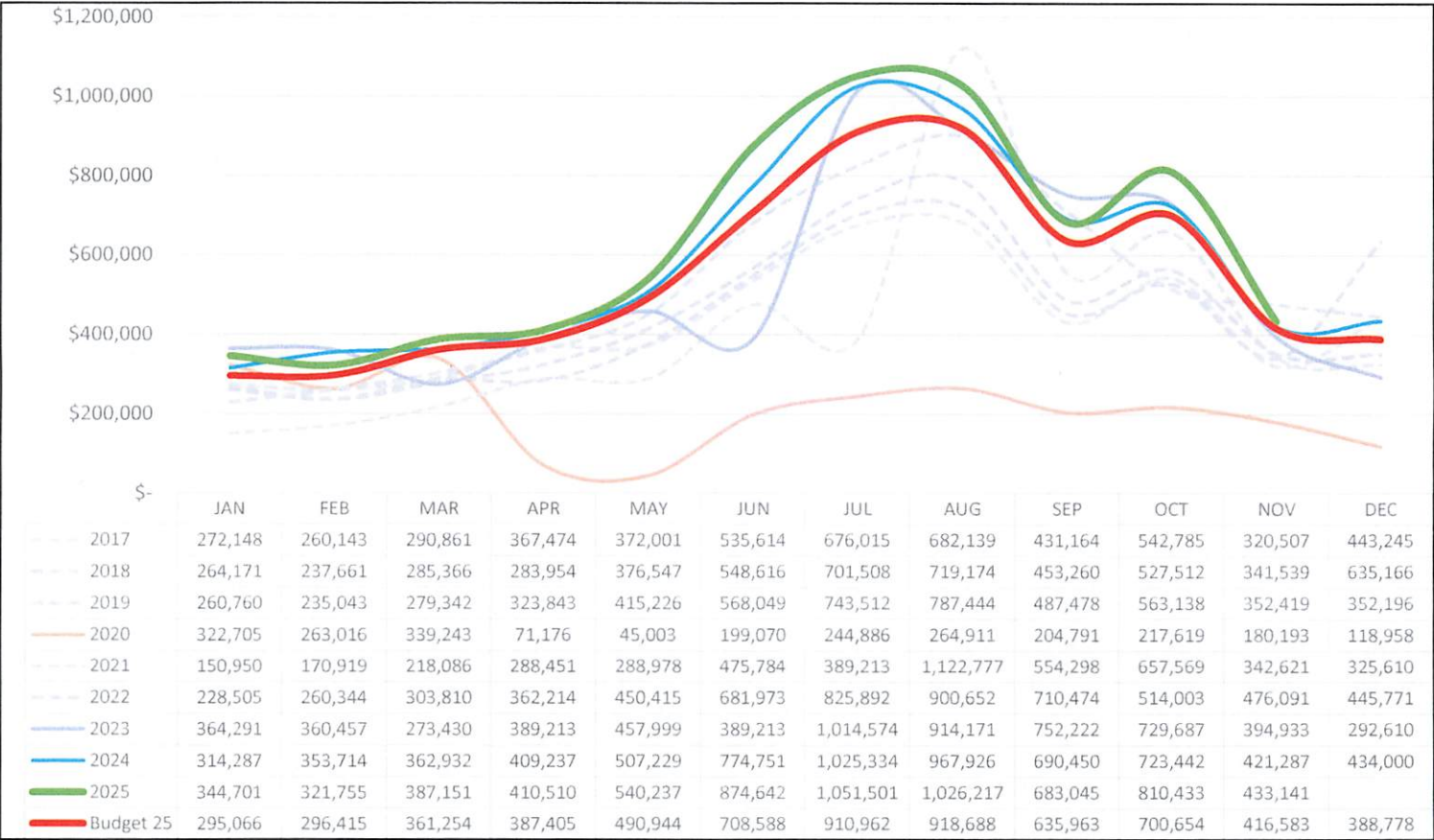


Revenues continue to be above budget due to higher parking and concessions

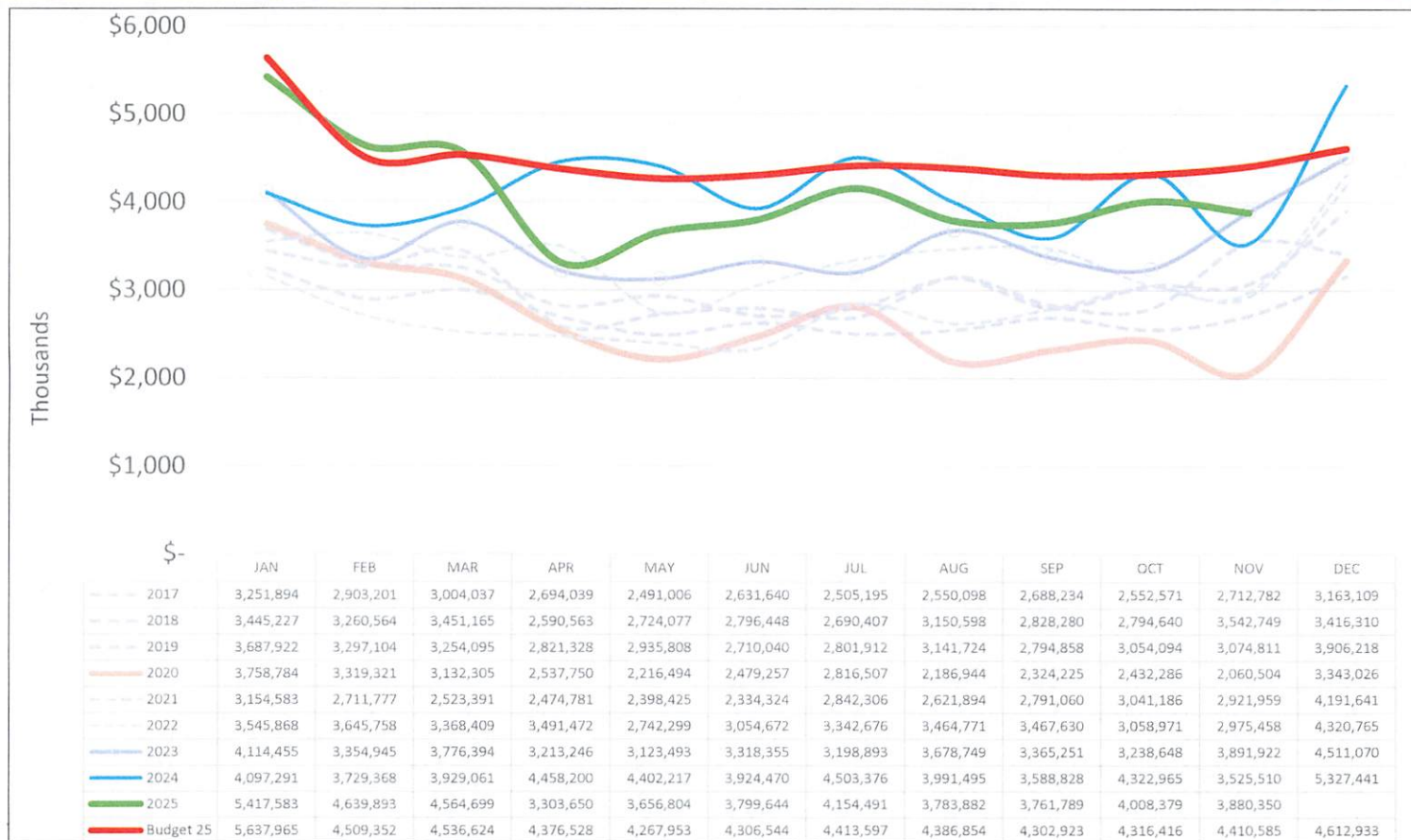
## Parking Revenues



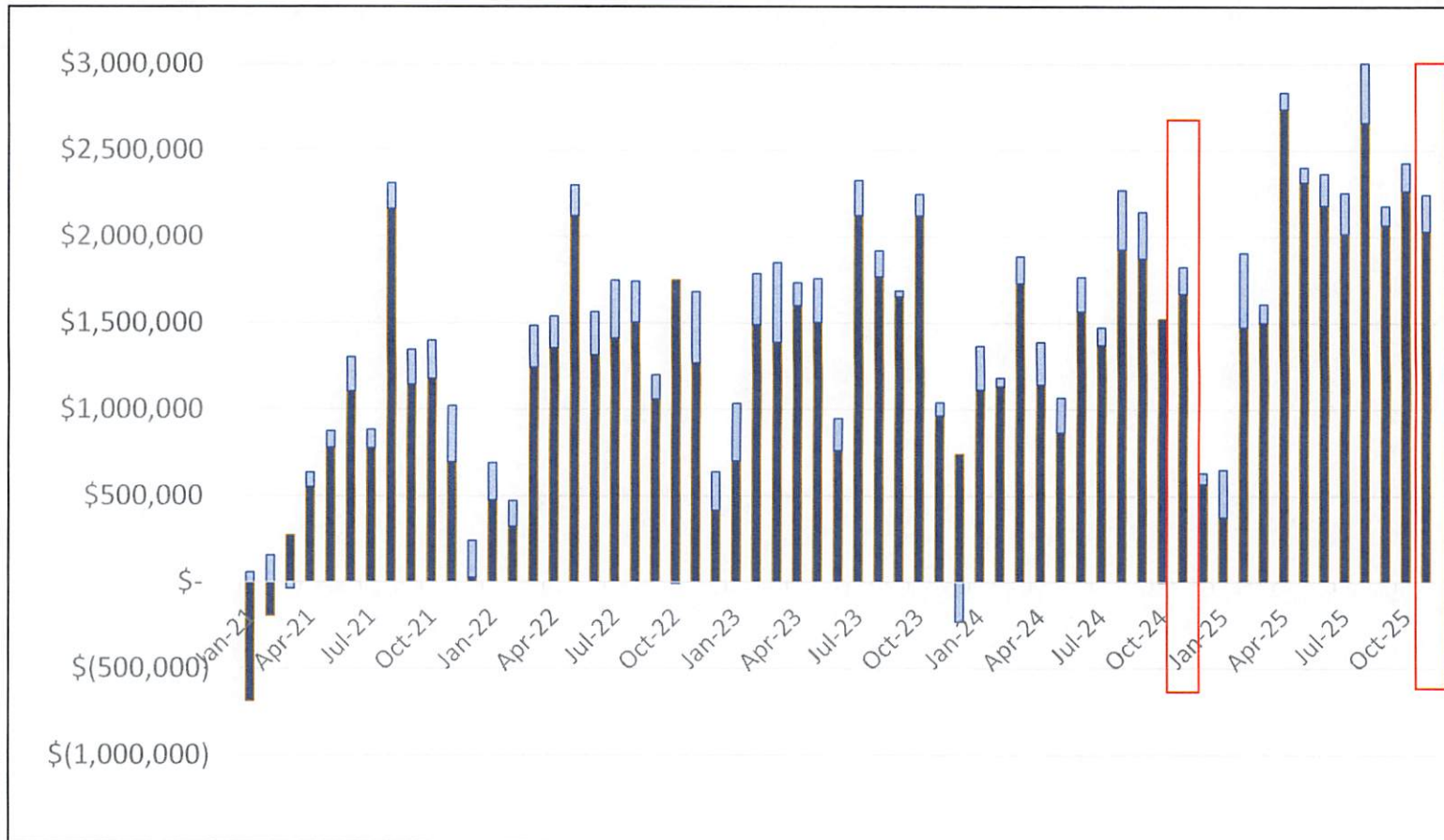
# Rental Car Revenues



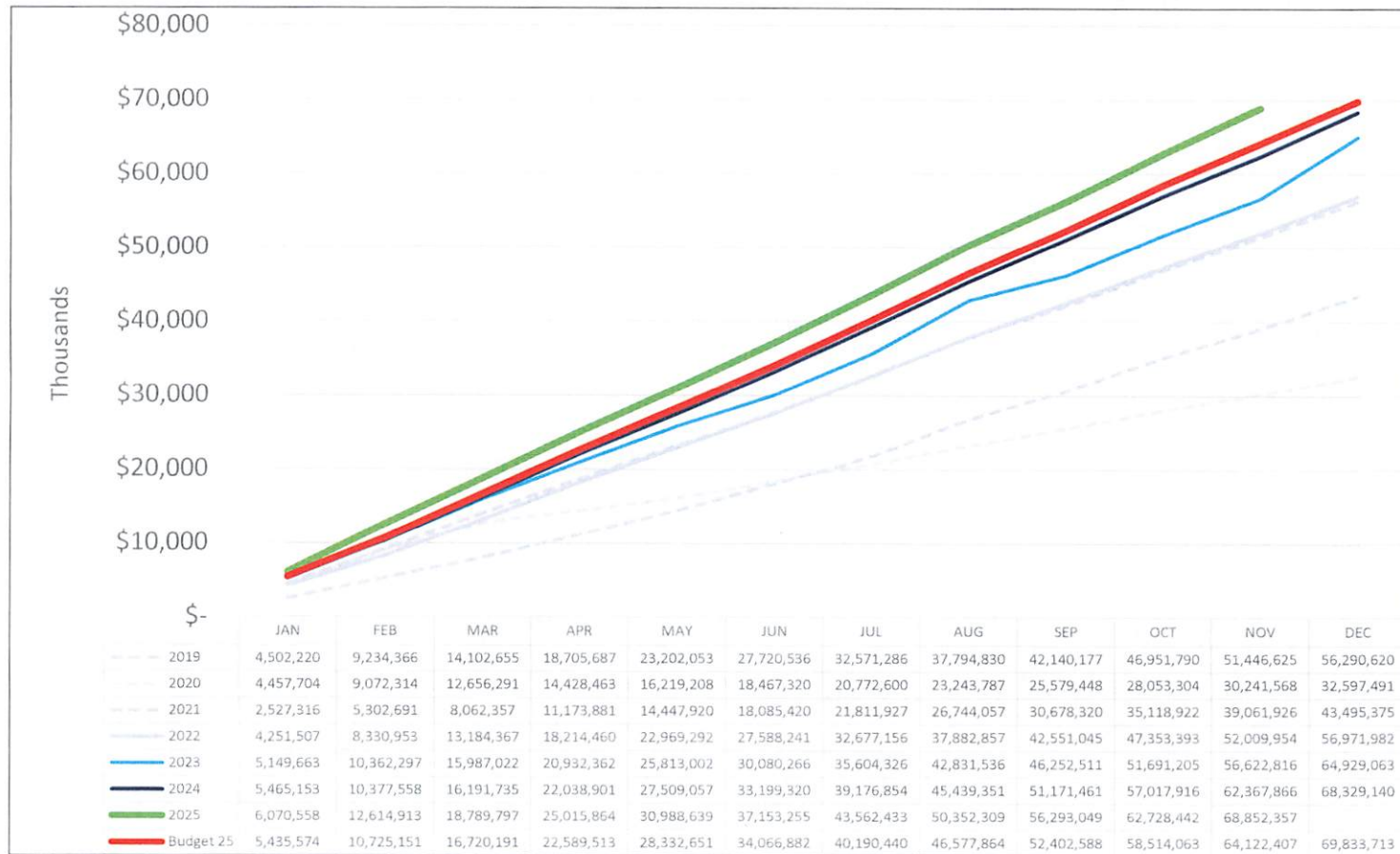
## Operating Expense (including FBO)



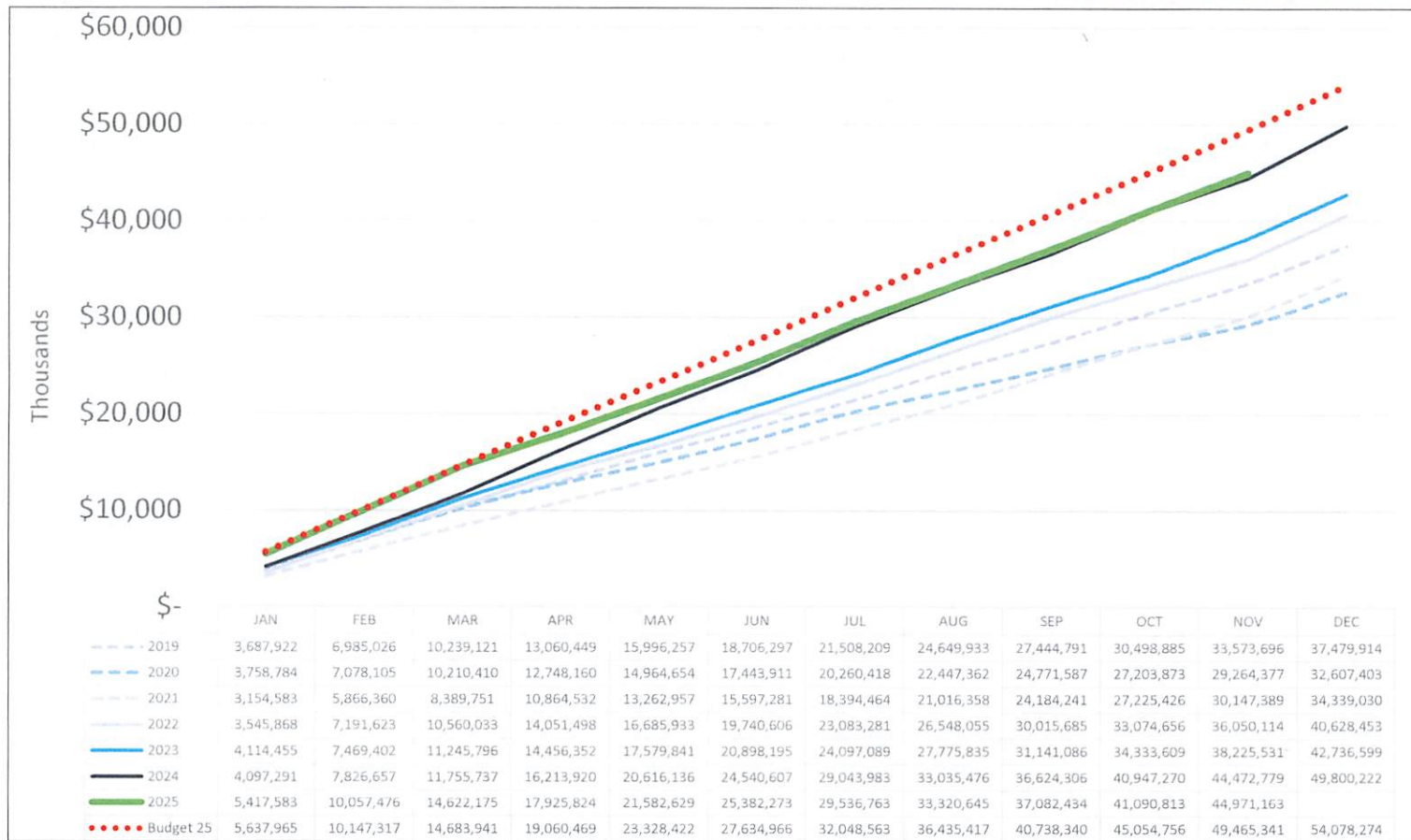
## Operating Net Profit, Airport and FBO



## 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	Partial Repayment Amount	Partial Repayment Date	Partial Repayment Amount	Partial Repayment Date	Current LOC Balance
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		293,829.45	15-Jul-25	1,260,823.70	14-Nov-25	
LOC Draw 11	16-Jan-25	1,045,137.75		197,531.03	15-Jul-25	847,606.72	14-Nov-25	
LOC Draw 11	16-Jan-25	1,667,596.47	27-Mar-25					
LOC Draw 12	27-Feb-25	875,236.80		165,419.76	15-Jul-25	709,817.04	14-Nov-25	
LOC Draw 12	27-Feb-25	1,342,431.04	18-Apr-25					
LOC Draw 13	5-Mar-25	1,104,266.22	18-Apr-25					
LOC Draw 13	5-Mar-25	1,366,011.17	18-Apr-25					
LOC Draw 14	28-Apr-25	618,447.81		116,886.64	15-Jul-25	501,561.17	14-Nov-25	
LOC Draw 14	28-Apr-25	579,232.10	2-Jun-25					
LOC Draw 15	12-May-25	391,933.11	2-Jun-25					
LOC Draw 15	12-May-25	937,919.23		177,266.73	15-Jul-25	760,652.50	14-Nov-25	
LOC Draw 16	28-May-25	896,225.85		896,225.85	15-Jul-25			
LOC Draw 16	28-May-25	1,099,420.41				1,099,420.41	14-Nov-25	
LOC Draw 17	23-Jun-25	326,556.42	4-Sep-25					
LOC Draw 17	23-Jun-25	1,442,159.62				1,442,159.62	14-Nov-25	
LOC Draw 18	4-Aug-25	448,729.65	30-Oct-25					
LOC Draw 18	4-Aug-25	2,761,014.98				2,761,014.98	14-Nov-25	
LOC Draw 19	22-Sep-25	502,138.65						502,138.65
LOC Draw 19	22-Sep-25	1,712,359.32				1,712,359.32	14-Nov-25	
LOC Draw 19	22-Sep-25	1,547,250.22				1,547,250.22	14-Nov-25	
LOC Draw 20	9-Dec-25	788,486.03						788,486.03
LOC Draw 20	9-Dec-25	2,438,083.80						2,438,083.80
Outstanding								<u>\$ 3,728,708.48</u>

## Airline Schedules

### Albany International Airport Airline and Direct Market Flights For the week of January 11, 2026

#### AIRLINE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Allegiant	2	3			2	3	
American	12	12	10	10	12	12	9
Avelo		2				2	
Breeze	1	1	1	1	1	1	1
Delta	8	8	7	7	8	8	6
Jet Blue	3	3	2	2	3	3	2
Southwest	12	9	9	9	12	12	11
United	6	6	5	5	5	6	5
	44	44	34	34	43	47	34

#### DIRECT MARKET

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Atlanta	3	3	2	2	3	3	2
Baltimore	5	4	4	4	5	5	3
Charleston		1				1	
Charlotte	3	3	2	2	3	3	2
Charlotte/Concord		1				1	
Chicago-Midway	1	1	2	1	1	1	1
Chicago-O'Hare	4	4	3	3	4	4	3
Denver	1				1	1	1
Detroit	3	3	3	3	3	3	3
Fort Lauderdale	2	2	1		2	2	2
Ft. Myers				1			1
Las Vegas	1				1	1	
Miami							1
Nashville	1	1	1	1	1	1	1
New York LaGuardia	2	2	2	2	2	2	1
Orlando	3	3	3	3	3	3	4
Orlando/Sanford	1				1		
Philadelphia	4	4	4	4	4	4	3
Punta Gorda	1	1			1	1	
Raleigh Durham	1	1			1	1	
Sarasota Bradenton		1				1	
St. Petersburg		1				1	
Tampa	1	1	1	1	1	1	1
Washington/Dulles	4	4	3	3	3	4	3
Washington/Reagan	3	3	3	3	3	3	2
	44	44	34	34	43	47	34

- 
- Thank You





Albany County Airport Authority

Monthly Financial Report

As of November 30, 2025



## November 2025 Financial Performance

### INTRODUCTION

The attached report includes the Airport's November 2025 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 November 2025. 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 November 30:

		2025 Budget	2025 Actual	Budget Variance	2024 Actual	% Actual 2025 vs. 2024
Enplanements	Current Month	120,030	123,530	2.9%	118,986	3.8%
	Year-to-Date	1,372,230	1,464,734	6.7%	1,379,789	6.2%
Aircraft Seats	Current Month		165,650		145,778	13.6%
	Year-to-Date		1,795,386		1,628,627	10.2%
Load Factor	Current Month		75%		82%	-8.6%
	Year-to-Date		82%		85%	-3.7%
Aircraft Operations	Current Month	4,329	4,531	4.7%	4,377	3.5%
	Year-to-Date	49,869	52,984	6.2%	51,509	2.9%
Landed Weight (1,000#)	Current Month	147,218	154,583	5.0%	135,757	13.9%
	Year-to-Date	1,656,157	1,668,105	0.7%	1,508,771	10.6%
Cargo & Mail (Tons)	Current Month	1,821	1,368	-24.9%	1,603	-14.7%
	Year-to-Date	18,897	16,066	-15.0%	17,386	-7.6%

## FINANCIAL INFORMATION

The change in unrestricted working capital has improved by \$10,143,622 since January 1, 2025. Total unrestricted cash as of November 30, 2025 is \$40,566,228, an increase of \$4,311,819 since the beginning of 2025.

	11/30/2025	12/31/2024	Change
Cash	\$40,566,228	\$36,254,409	\$ 4,311,819
Accounts Receivable	4,601,270	5,001,083	(399,813)
Prepaid Expenses	516,850	709,984	(193,134)
Unrestricted Assets	45,684,348	41,965,476	3,718,872
Payables from Unrestricted Assets	(3,241,709)	(9,666,459)	6,424,750
Unrestricted Working Capital	\$42,442,639	\$32,299,017	\$ 10,143,622

The summary of Revenues, Expenses and Net Results shows YTD 2025 results compared to the 2025 budgeted amounts and 2024 actual amounts. The summary shows the YTD net operating results for 2025 are more than the amount budgeted by \$9,988,833. These YTD results do not reflect the adjustments for year-end settlement or reflect other year-end adjustments for 2025 which affect the revenue sharing with the airlines.

	2025 YTD Budget	2025 YTD Actual	2024 YTD Actual	Prior Year Variance
Airport revenues	\$52,414,924	\$58,540,439	\$51,104,335	7,436,104
FBO revenues less cost of sales	6,547,278	7,052,210	6,528,177	524,033
Total operating expenses	(44,305,137)	(41,711,455)	(39,737,424)	(1,974,031)
Operating results	14,657,065	23,881,194	17,895,088	5,986,106
Other revenue and (expenses), net	(4,278,705)	(3,514,001)	(3,036,463)	(477,538)
Net results	\$10,378,360	\$20,367,193	\$14,858,625	
Net variances: (2025 Actual to Budget)		\$ 9,988,833		
(2025 Actual to 2024 Actual)				\$ 5,508,568

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 2025 are based on the adopted budget and are calculated using the formulas incorporated into the Airline Use and Lease Agreement. Final 2025 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 2025 are \$58,540,439 and are \$6,125,515 more than the \$52,414,924 budget to date. The main contributor to the increase is parking revenues of \$4,302,109.

FBO NET OPERATING REVENUES (revenues less cost of sales) for YTD 2025 are \$7,052,210 and are \$504,932 greater than the \$6,547,278 YTD budget. This is due to glycol revenues being higher than budget and expenses are lower than budget.

PUBLIC PARKING REVENUES for YTD 2025 total \$21,946,548 compared to \$16,717,519 in YTD 2024, a 31% increase and are \$4,302,109 higher than budgeted for 2025. Parking revenue per passenger increased from \$13.19 in YTD 2024 to \$14.98 in YTD 2025. This is due to the parking ate increase that was effective on January 1, 2025.

RENTAL CAR REVENUES for YTD 2025 total \$6,883,332 compared to \$6,550,590 in YTD 2024 and are \$760,809 more than budgeted for 2025. Rental car revenue per passenger was \$4.70 in YTD 2025 compared to \$4.75 in YTD 2024.

FOOD AND BEVERAGE REVENUES for YTD 2025 total \$1,508,830 compared to \$1,384,336 in YTD 2024 and are \$141,663 more than budgeted for 2025. Revenue per passenger was \$1.03 in YTD 2025, which is an increase from \$1.00 in YTD 2024

RETAIL REVENUES for YTD 2025 total \$1,000,499 compared to \$932,536 in YTD 2024 and are \$120,825 more than budgeted. Revenue per passenger was \$0.68 in YTD 2025 compared to \$0.68 in YTD 2024.

		2025 Budget	2025 Actual	Budget Variance	2024 Actual	% Actual 2025 vs. 2024
Parking	Current Month	\$ 1,631,803	\$ 2,006,463	23.0%	\$ 1,490,691	34.6%
	Year-to-Date	\$ 17,644,440	\$ 21,946,848	24.4%	\$ 18,193,177	20.6%
	YTD Rev/Enp	\$ 12.86	\$ 14.98	16.5%	\$ 13.19	13.6%
Rental Cars	Current Month	\$ 41,652	\$ 433,141	939.9%	\$ 421,287	2.8%
	Year-to-Date	\$ 6,122,523	\$ 6,883,333	12.4%	\$ 6,550,590	5.1%
	YTD Rev/Enp	\$ 4.46	\$ 4.70	5.3%	\$ 4.75	-1.0%
Food and Beverage	Current Month	\$ 121,209	\$ 147,229	21.5%	\$ 138,418	6.4%
	Year-to-Date	\$ 1,367,167	\$ 1,508,829	10.4%	\$ 1,384,338	9.0%
	YTD Rev/Enp	\$ 1.00	\$ 1.03	3.4%	\$ 1.00	2.7%
Retail	Current Month	\$ 75,119	\$ 79,594	6.0%	\$ 81,402	-2.2%
	Year-to-Date	\$ 879,674	\$ 1,000,499	13.7%	\$ 932,536	7.3%
	YTD Rev/Enp	\$ 0.64	\$ 0.68	6.6%	\$ 0.68	1.1%

## COMBINED MANAGEMENT OPERATING EXPENSES

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

	2025 YTD Budget	2025 YTD Actual	Budget Variance	2024 YTD Actual	Prior Year Variance
AvPorts	\$33,727,379	\$31,293,395	\$ (2,433,984)	\$29,509,284	\$ 1,784,111
Million Air	10,278,472	8,058,856	(2,219,616)	9,277,997	(1,219,141)
Authority	5,459,490	5,618,912	159,422	5,685,497	(66,585)
Total	\$49,465,341	\$44,971,163	\$ (4,494,178)	\$44,472,778	\$ 498,385
Variance			-9.1%		1.1%

## OTHER REVENUES AND EXPENSES

Other revenues and expenses when netted together for YTD 2025 are \$764,704 more than budgeted mainly due to 1) interest earnings that were \$663,275 more than budgeted and 2) the line of credit expense that was \$169,352 less than budgeted.

## AIRLINE INCENTIVES

Airline incentives paid to new entrant carriers or for new route services for YTD through November was \$573,023 compared to \$413,595 for YTD 2024.

## MILLION AIR FBO OPERATIONS

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

	2025 YTD Budget	2025 YTD Actual	Budget Variance	2024 YTD Actual	Prior Year Variance
Revenues	\$11,707,482	\$10,311,918	\$ (1,395,564)	\$11,263,531	\$ (951,613)
Cost of Sales	(5,160,204)	(3,259,708)	1,900,496	(4,735,354)	1,475,646
Net results before O & M Expenses	\$ 6,547,278	\$ 7,052,210	\$ 504,932	\$ 6,528,177	\$ 524,033
			7.7%		8.0%

2025 YTD Net Results before YTD Operating and Maintenance expenses were \$7,052,210, \$504,932 more than budgeted and \$524,033 more than YTD 2024. Revenue from deicing services and hangar rental were the most significant variance from the budget amounts.

		2025 Budget	2025 Actual	Budget Variance	2024 Actual	% Actual 2025 vs. 2024
Jet A	Current Month	65,351	97,457	49.1%	75,808	28.6%
	Year-to-Date	926,470	1,232,526	33.0%	1,166,414	5.7%
AvGas	Current Month	6,067	4,829	-20.4%	6,708	-28.0%
	Year-to-Date	65,589	76,156	16.1%	82,218	-7.4%
Deicing Gallons Sprayed	Current Month	4,610	11,308	145.3%	7,830	44.4%
	Year-to-Date	42,748	49,144	15.0%	59,900	-18.0%
Deicing Gallons Consortium	Current Month	5,938	11,636	96.0%	5,499	111.6%
	Year-to-Date	47,960	62,386	30.1%	55,800	11.8%

Operating expenses, not including the cost of retail sales, for YTD 2025 were \$319,120 less than budgeted. A statement of FBO Results is included.

## 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	Partial Repayment Amount	Partial Repayment Date	Partial Repayment Amount	Partial Repayment Date	Current LOC Balance
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		293,829.45	15-Jul-25	1,260,823.70	14-Nov-25	
LOC Draw 11	16-Jan-25	1,045,137.75		197,531.03	15-Jul-25	847,606.72	14-Nov-25	
LOC Draw 11	16-Jan-25	1,667,596.47	27-Mar-25					
LOC Draw 12	27-Feb-25	875,236.80		165,419.76	15-Jul-25	709,817.04	14-Nov-25	
LOC Draw 12	27-Feb-25	1,342,431.04	18-Apr-25					
LOC Draw 13	5-Mar-25	1,104,266.22	18-Apr-25					
LOC Draw 13	5-Mar-25	1,366,011.17	18-Apr-25					
LOC Draw 14	28-Apr-25	618,447.81		116,886.64	15-Jul-25	501,561.17	14-Nov-25	
LOC Draw 14	28-Apr-25	579,232.10	2-Jun-25					
LOC Draw 15	12-May-25	391,933.11	2-Jun-25					
LOC Draw 15	12-May-25	937,919.23		177,266.73	15-Jul-25	760,652.50	14-Nov-25	
LOC Draw 16	28-May-25	896,225.85		896,225.85	15-Jul-25			
LOC Draw 16	28-May-25	1,099,420.41				1,099,420.41	14-Nov-25	
LOC Draw 17	23-Jun-25	326,556.42	4-Sep-25					
LOC Draw 17	23-Jun-25	1,442,159.62				1,442,159.62	14-Nov-25	
LOC Draw 18	4-Aug-25	448,729.65	30-Oct-25					
LOC Draw 18	4-Aug-25	2,761,014.98				2,761,014.98	14-Nov-25	
LOC Draw 19	22-Sep-25	502,138.65						502,138.65
LOC Draw 19	22-Sep-25	1,712,359.32				1,712,359.32	14-Nov-25	
LOC Draw 19	22-Sep-25	1,547,250.22				1,547,250.22	14-Nov-25	
LOC Draw 20	9-Dec-25	788,486.03						788,486.03
LOC Draw 20	9-Dec-25	2,438,083.80						2,438,083.80
Outstanding								<u>\$ 3,728,708.48</u>

The line of credit renewed 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 November 30, 2025:

FAA Grants:	FAA Grant #	Grant Amount	Balance
Acquire Snow Removal Equipment	147-2021	\$ 1,537,635	\$ 582,999
American Rescue Plan Act (ARPA)	148-2022	\$ 12,113,224	\$ -
Rehabilitate Rwy 10/28 & Taxiway C	150-2022	\$ 7,144,824	\$ -
Replace ATCT HVAC & Roof	151-2023	\$ 2,000,000	\$ 228,206
Reconstruct Terminal A & 2 PBBs	152-2024	\$ 10,600,000	\$ 1,336,944
Rehabilitate Rwy 1/19 & Perimeter Road	153-2024	\$ 9,326,858	\$ 1,374,758
Reconstruct 60,000 of Existing Terminal	154-2025	\$ 21,915,184	\$ 21,915,184
Reconstruct General Aviation Apron	155-2025	\$ 12,936,210	\$ 12,675,905

New York State DOT Grants:	State Grant #	Grant Amount	Balance
Rehabilitate Rwy 10/28 & Taxiway C	1A00.30	\$ 357,241	\$ 357,241
Replace ATCT HVAC & Roof	1A00.31	\$ 52,632	\$ 52,632
Rehabilitate Rwy 1/19 & Perimeter Road	1A00.32	\$ 518,159	\$ 518,159
Reconstruct Terminal A & 2 PBBs	1A00.33	\$ 278,948	\$ 278,948
Reconstruct 60,000 of Existing Terminal	TBD	\$ 1,217,510	\$ 1,217,510
Rehabilitate Elevators	1A00.94	\$ 1,612,560	\$ 1,080,009
Terminal Expansion Connector	1A00.95	\$ 60,000,000	\$ 21,974,080

## EMPLOYEE COUNTS

	2025 Budget	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Variance Budget vs. Nov-25
<b>AvPorts:</b>													
Airfield	30	20	18	19	20	20	20	20	19	19	21	22	8
Terminal	41	36	35	35	35	36	35	34	34	33	32	32	9
Loading Bridges	3	3	3	3	3	3	3	3	3	3	3	3	-
Parking	33	26	27	25	25	24	24	27	27	28	28	29	5
Curbside Security	3	4	4	4	4	4	4	4	4	4	4	4	(1)
ARFF	26	24	24	24	24	26	26	26	26	25	25	25	1
Operations	22	18	18	17	17	16	16	15	15	13	13	15	7
Vehicles & Equipment	12	10	10	9	9	9	9	9	9	9	9	9	3
Administration	10	11	9	8	7	7	7	7	7	7	7	8	2
Total AvPorts Positions	179	151	148	144	144	145	143	144	143	140	141	146	33
<b>Million Air:</b>													
Commercial	11	11	11	11	11	11	11	11	11	11	10	10	1
General Aviation	22	21	21	22	21	22	21	21	21	22	22	22	-
Administration	5	4	4	4	4	4	4	4	4	4	4	4	1
Total Million Air Positions	38	36	36	37	36	37	36	36	36	37	36	36	2
Authority Positions	22	17	17	20	20	21	21	21	21	20	20	20	2
Total Positions	239	204	201	201	200	203	200	201	200	197	197	202	37

**Albany International Airport**  
**Airline and Direct Market Flights**  
For the week of January 11, 2026

<b><u>AIRLINE</u></b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Allegiant	2	3			2	3	
American	12	12	10	10	12	12	9
Avelo		2				2	
Breeze	1	1	1	1	1	1	1
Delta	8	8	7	7	8	8	6
Jet Blue	3	3	2	2	3	3	2
Southwest	12	9	9	9	12	12	11
United	6	6	5	5	5	6	5
	44	44	34	34	43	47	34

**DIRECT MARKET**

Atlanta	3	3	2	2	3	3	2
Baltimore	5	4	4	4	5	5	3
Charleston		1				1	
Charlotte	3	3	2	2	3	3	2
Charlotte/Concord		1				1	
Chicago-Midway	1	1	2	1	1	1	1
Chicago-O'Hare	4	4	3	3	4	4	3
Denver	1				1	1	1
Detroit	3	3	3	3	3	3	3
Fort Lauderdale	2	2	1	1	2	2	2
Ft. Myers				1			1
Las Vegas	1				1	1	
Miami							1
Nashville	1	1	1	1	1	1	1
New York LaGuardia	2	2	2	2	2	2	1
Orlando	3	3	3	3	3	3	4
Orlando/Sanford	1				1		
Philadelphia	4	4	4	4	4	4	3
Punta Gorda	1	1			1	1	
Raleigh Durham	1	1			1	1	
Sarasota Bradenton		1				1	
St. Petersburg		1				1	
Tampa	1	1	1	1	1	1	1
Washington/Dulles	4	4	3	3	3	4	3
Washington/Reagan	3	3	3	3	3	3	2
	44	44	34	34	43	47	34

# Albany County Airport Authority

## Statements of Net Position

	Unaudited November 30, 2025	Unaudited November 30, 2024
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and Cash Equivalents	\$ 8,753,880	\$ 9,060,037
Development Fund	31,812,348	27,837,221
Accounts Receivable	2,117,368	1,851,193
Leases	2,483,902	2,722,345
Prepaid Expenses	516,850	743,255
Total Unrestricted Assets	45,684,348	42,214,051
Restricted Assets		
Operating and Renewal Reserves	9,850,894	9,372,290
CFC Funds	505,432	485,907
Capital Funds	5,845,351	5,319,835
PFC Funds	4,596,050	8,051,329
Revenue Bond Funds	15,629,076	15,927,023
FAA Restricted Funds	229,045	220,197
Concession Improvement Funds	785,186	754,855
Total Restricted Assets	37,441,034	40,131,436
Total Current Assets	83,125,382	82,345,487
<b>NON-CURRENT ASSETS</b>		
Capital Assets	347,664,808	305,366,366
Lease Receivable	13,832,941	16,969,066
Prepaid Expenses	163,361	178,797
Total Non-Current Assets	361,661,110	322,514,229
Total Assets	444,786,492	404,859,716
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	386,207	638,650
OPEB Expenses	622,429	906,998
Pension Expenses	930,867	1,063,610
Total Deferred Outflows of Resources	1,939,503	2,609,258
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	446,725,995	407,468,974
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	3,241,709	3,118,846
Payable from Restricted Assets	24,838,332	22,594,775
Total Current Liabilities	28,080,041	25,713,621
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	42,683,796	51,326,409
Net OPEB Liability	5,978,345	6,540,258
Net Pension Liability - proportionate share	685,349	1,060,170
Total Non-Current Liabilities	49,347,490	58,926,837
Total Liabilities	77,427,531	84,640,458
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	1,191,458	1,043,052
OPEB Expenses	725,677	766,596
Pension Expenses	379,064	75,313
Leases	15,194,017	18,721,114
Total Deferred Inflows of Resources	17,490,216	20,606,075
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	286,095,920	237,759,700
Restricted	31,088,814	33,700,714
Unrestricted	34,623,514	30,762,027
Net Position	351,808,248	302,222,441
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	\$ 446,725,995	\$ 407,468,974

**Albany County Airport Authority**  
**2025 Summary of Revenues, Expenses and Net Results**  
**For the eleven months ended November 30, 2025**

	2025 Adopted FY Budget	Budget YTD	November 2025 Actual YTD	Variance YTD	Variance %	November 2024 YTD Unaudited	2025 Actual/ Prior Year Variance %
<b>AIRPORT OPERATING REVENUES</b>							
Airline	\$ 17,438,116	\$ 19,045,063	\$ 19,708,740	\$ 663,677	3.5%	\$ 18,261,140	7.9%
Non-Airline	36,087,292	33,369,861	38,831,699	5,461,838	16.4%	32,843,195	18.2%
Total Revenues	53,525,408	52,414,924	58,540,439	6,125,515	11.7%	51,104,335	14.6%
<b>AIRPORT OPERATING EXPENSES</b>							
Personal Services	13,946,659	12,784,437	11,550,931	(1,233,507)	-9.6%	11,311,774	2.1%
Employee Benefits	6,655,075	6,106,128	5,722,655	(383,472)	-6.3%	5,316,486	7.6%
Utilities & Communications	2,903,498	2,661,540	2,363,514	(298,026)	-11.2%	1,985,209	19.1%
Purchased Services	10,162,173	9,380,200	9,227,264	(152,936)	-1.6%	9,112,380	1.3%
Material & Supplies	6,054,576	5,436,803	5,633,799	196,996	3.6%	4,911,510	14.7%
Office	1,166,388	1,069,897	900,612	(169,285)	-15.8%	783,860	14.9%
Administration	992,307	912,781	974,796	62,015	6.8%	1,417,593	-31.2%
Non-Capital Equipment	911,000	835,083	538,736	(296,348)	-35.5%	355,969	51.3%
Total Expenses	42,791,676	39,186,869	36,912,307	(2,274,563)	-5.8%	35,194,781	4.9%
<b>AIRPORT OPERATING RESULTS</b>	10,733,732	13,228,055	21,628,132	8,400,078	63.5%	15,909,554	35.9%
<b>FBO OPERATING RESULTS</b>	1,602,831	1,429,011	2,253,062	824,051	57.7%	1,985,534	13.5%
<b>TOTAL OPERATING RESULTS</b>	12,336,563	14,657,066	23,881,194	9,224,129	62.9%	17,895,088	33.5%
<b>OTHER REVENUES (EXPENSES)</b>							
Interest Earnings	1,700,000	1,558,333	2,221,608	663,275	42.6%	2,513,437	-11.6%
Passenger Facility Charges	3,641,472	3,338,016	3,338,016	-	0.0%	3,338,016	0.0%
ACAA Debt Service	(9,916,250)	(9,089,896)	(9,089,896)	-	0.0%	(9,105,635)	-0.2%
Insurance Recoveries	-	-	-	-	0.0%	32,201	-100.0%
Line of Credit Interest	(600,000)	(550,000)	(380,648)	169,352	-30.8%	(203,178)	0.0%
Grant Income	138,700	127,142	59,219	(67,923)	-53.4%	50,996	16.1%
Improvement Charges	368,400	337,700	337,700	-	0.0%	337,700	0.0%
Total Other Revenues(Expenses)	(4,667,678)	(4,278,705)	(3,514,001)	764,704	-17.9%	(3,036,463)	15.7%
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	7,668,885	10,378,361	20,367,193	9,988,833	96.2%	14,858,625	37.1%
<b>AIRLINE INCENTIVES</b>	(400,000)	(366,667)	(573,023)	(206,356)	56.3%	(413,595)	38.5%
<b>CAPITAL CONTRIBUTIONS</b>	-	-	26,229,829	26,229,829	0.0%	17,059,324	0.0%
<b>INCREASE (DECREASE) IN NET POSITION</b>	\$ 7,268,885	\$ 10,011,695	\$ 46,023,999	36,012,305	359.7%	31,504,354	46.1%
<b>NET POSITION, BEGINNING OF PERIOD</b>			305,784,249			270,718,087	
<b>NET POSITION, END OF PERIOD</b>			\$ 351,808,248			\$ 302,222,441	
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>							
<b>NET RESULTS BEFORE CAPITAL CONTRIBUTION</b>	7,668,885	10,378,361	20,367,193	9,988,833	96.2%	14,858,625	37.1%
Less: Capital Improvements	(4,044,255)	(3,707,234)	(3,707,234)	-	0.0%	(3,157,787)	17.4%
Less: Reserve Requirements	(650,670)	(596,448)	(596,448)	-	0.0%	(785,870)	-24.1%
<b>NET RESULTS</b>	2,973,960	6,074,680	16,063,512	9,988,833	164.4%	10,914,968	47.2%
Revenue Sharing:							
Transfer to/from Airlines (50%)	1,486,980	3,037,340	8,031,756	4,994,417	164.4%	5,457,484	47.2%
Authority Share (50%)	1,486,980	3,037,340	8,031,756	4,994,417	164.4%	5,457,484	47.2%
Less: Airline Incentives	(400,000)	(366,667)	(573,023)	(206,356)	56.3%	(413,595)	38.5%
Net Authority Share	\$ 1,086,980	\$ 2,670,673	\$ 7,458,733	\$ 4,788,060	179.3%	\$ 5,043,889	47.9%

**Albany County Airport Authority**  
**Operating Revenues**  
**For the eleven months ended November 30, 2025**

	2025 Adopted FY Budget	November 2025				November 2024 YTD Unaudited	2025 Actual/ Prior Year Variance %
	Budget YTD	Actual YTD	Variance YTD	Variance %			
<b>AIRLINE REVENUES</b>							
<b>COMMERCIAL</b>							
Landing Fees-Signatory	\$ 6,986,385	\$ 6,999,679	\$ 7,897,162	\$ 897,483	12.8%	\$ 8,217,497	-3.9%
Landing Fees-Non Signatory	47,680	43,707	0	(43,707)	-100.0%	0	0.0%
Airline Apron Fees	1,005,383	921,601	920,185	(1,416)	-0.2%	839,474	9.6%
Glycol Disposal Fee	301,436	276,316	315,043	38,726	14.0%	254,513	23.8%
<b>CARGO</b>							
Landing Fees-Signatory	949,230	827,584	692,909	(134,675)	-16.3%	795,839	-12.9%
Landing Fees-Non Signatory	0	0	0	0	0.0%	3,672	-100.0%
<b>TERMINAL</b>							
Loading Bridges	897,387	822,605	763,847	(58,757)	-7.1%	781,507	-2.3%
Space Rental	7,241,615	9,145,321	9,040,072	(105,249)	-1.2%	7,362,133	22.8%
Non-Signatory Per Turn Fee	9,000	8,250	79,523	71,273	863.9%	6,504	1122.6%
<b>TOTAL AIRLINE REVENUES</b>	<b>17,438,116</b>	<b>19,045,063</b>	<b>19,708,740</b>	<b>663,677</b>	<b>3.5%</b>	<b>18,261,140</b>	<b>7.9%</b>
<b>NON-AIRLINE REVENUES</b>							
<b>AIRFIELD</b>							
Tenant Maintenance	30,000	27,500	35,315	7,815	28.4%	48,394	-27.0%
<b>Total Airfield</b>	<b>30,000</b>	<b>27,500</b>	<b>35,315</b>	<b>7,815</b>	<b>28.4%</b>	<b>48,394</b>	<b>-27.0%</b>
<b>TERMINAL</b>							
Utility Reimbursement	36,920	33,843	39,093	5,250	15.5%	33,274	17.5%
Tenant Maintenance	20,559	18,846	22,036	3,190	16.9%	26,820	-17.8%
Space Rent - Non Airline	199,247	182,643	226,706	44,063	24.1%	181,092	25.2%
Space Rent - Fixed Non Airline	565,568	518,437	518,425	(13)	0.0%	518,425	0.0%
Food & Beverage	1,490,000	1,367,167	1,508,830	141,663	10.4%	1,384,336	9.0%
Retail	953,600	879,674	1,000,499	120,825	13.7%	932,536	7.3%
Advertising	0	0	0	0	0.0%	(4,300)	-100.0%
ATM	14,598	13,382	13,246	(136)	-1.0%	13,358	-0.8%
Operating Permits	348,420	319,385	374,070	54,685	17.1%	349,621	7.0%
Vending Machines	14,900	13,658	19,099	5,441	39.8%	13,978	36.6%
Baggage Cart Rentals	14,900	13,658	14,768	1,110	8.1%	14,570	1.4%
<b>Total Terminal</b>	<b>3,658,712</b>	<b>3,360,693</b>	<b>3,736,771</b>	<b>376,078</b>	<b>11.2%</b>	<b>3,463,710</b>	<b>7.9%</b>
<b>GROUND TRANSPORTATION</b>							
Parking	19,107,600	17,644,438	21,946,548	4,302,109	24.4%	16,717,519	31.3%
Rental Cars	6,511,300	6,122,523	6,883,332	760,809	12.4%	6,550,590	5.1%
Access Fees	238,166	218,319	65,005	(153,314)	-70.2%	146,200	-55.5%
TNCs	368,030	337,361	441,195	103,834	30.8%	355,666	24.0%
Garage Space Rent	89,702	82,227	81,358	(869)	-1.1%	79,063	2.9%
Garage Kiosk Rent	21,600	19,800	19,800	0	0.0%	19,800	0.0%
<b>Total Ground Transportation</b>	<b>26,336,398</b>	<b>24,424,668</b>	<b>29,437,238</b>	<b>5,012,570</b>	<b>20.5%</b>	<b>23,868,838</b>	<b>23.3%</b>
<b>OTHER AIRPORT</b>							
Telephone System - Tenants	49,032	44,946	41,704	(3,242)	-7.2%	45,991	-9.3%
Building Rental	76,965	70,551	68,916	(1,636)	-2.3%	70,250	-1.9%
Control Tower Rental	806,376	739,178	724,759	(14,419)	-2.0%	724,759	0.0%
Air Cargo Facility	1,341,818	1,230,000	1,199,589	(30,411)	-2.5%	1,205,890	-0.5%
State Executive Hangar	1,247,083	1,143,159	1,143,159	0	0.0%	1,143,159	0.0%
T Hangars	176,328	161,634	146,785	(14,849)	-9.2%	150,664	-2.6%
Tie Downs	1,586	1,454	2,661	1,207	83.0%	1,497	77.7%
Industrial Park	617,937	566,442	608,704	42,262	7.5%	563,472	8.0%
Land Rental	363,074	332,818	377,978	45,160	13.6%	386,493	-2.2%
Hangar Rental	950,492	871,284	889,495	18,210	2.1%	851,780	4.4%
Antenna Space Rental	112,473	103,100	77,484	(25,617)	-24.8%	76,272	1.6%
Internet and Cable Access	2,660	2,438	2,605	167	6.8%	2,605	0.0%
Fingerprinting	39,000	35,750	43,322	7,572	21.2%	42,675	1.5%
Tenant Maintenance	2,000	1,833	0	(1,833)	-100.0%	0	0.0%
Purchasing Proposals	0	0	20	20	0.0%	0	0.0%
Ebay/Scrap/Equipment Sales	5,000	4,583	31,918	27,335	596.4%	10,057	217.4%
Utility Reimbursement	165,000	151,250	175,524	24,274	16.0%	130,583	34.4%
Reimbursement of Property Taxes	25,357	23,244	45,226	21,982	94.6%	39,244	15.2%
Other	80,000	73,333	42,526	(30,807)	-42.0%	16,859	152.2%
<b>Total Other Airport</b>	<b>6,062,181</b>	<b>5,556,999</b>	<b>5,622,375</b>	<b>65,375</b>	<b>1.2%</b>	<b>5,462,252</b>	<b>2.9%</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>36,087,292</b>	<b>33,369,861</b>	<b>38,831,699</b>	<b>5,461,838</b>	<b>16.4%</b>	<b>32,843,195</b>	<b>18.2%</b>
<b>TOTAL REVENUES</b>	<b>\$ 53,525,408</b>	<b>\$ 52,414,924</b>	<b>\$ 58,540,439</b>	<b>\$ 6,125,515</b>	<b>11.7%</b>	<b>\$ 51,104,335</b>	<b>14.6%</b>

**Albany County Airport Authority**  
**FBO Results**  
For the eleven months ended November 30, 2025

	2025 Adopted FY Budget	November 2025				November 2024 YTD Unaudited	2025 Actual/ Prior Year Variance %
	Budget YTD	Actual YTD	Variance YTD	Variance %			
<b>REVENUES</b>							
Retail Fuel							
Jet A Fuel Sales	\$ 7,450,000	\$ 6,902,199	\$ 4,527,567	\$ (2,374,632)	-34.4%	\$ 5,881,694	-23%
AvGas Fuel Sales	424,350	403,371	415,310	11,939	3.0%	476,761	-13%
Commercial AvGas Fuel Sales	20,000	18,333	12,564	(5,770)	-31.5%	16,355	-23%
Auto & Diesel Fuel Sales	295,000	270,417	231,325	(39,092)	-14.5%	218,044	6%
Retail Fuel Sales	8,189,350	7,594,320	5,186,765	(2,407,555)	-31.7%	6,592,855	-21%
Into Plane Fees	810,000	742,500	760,570	18,070	2.4%	701,750	8%
Fuel Farm Fees	916,500	840,125	1,026,600	186,475	22.2%	935,570	10%
General Aviation Landing Fees	340,000	311,667	445,971	134,304	43.1%	474,572	-6%
Aircraft Parking Fees	550,000	504,167	577,580	73,413	14.6%	579,357	0%
Deicing Services	1,499,450	1,179,252	1,625,861	446,609	37.9%	1,385,331	17%
FBO Properties	449,130	411,703	538,164	126,461	30.7%	351,753	53%
FBO Services	135,000	123,750	150,408	26,658	21.5%	242,344	-38%
TOTAL REVENUES	12,889,430	11,707,482	10,311,918	(1,395,564)	-11.9%	11,263,531	-8%
<b>COST OF SALES</b>							
Fuel Costs - Jet A	3,740,000	3,464,996	1,633,396	(1,831,601)	-52.9%	3,030,991	-46%
Fuel Discounts - Jet A	300,000	277,941	101,083	(176,858)	-63.6%	245,559	-59%
Fuel Costs - SAF	0	0	0	0	0.0%	0	0%
Fuel Costs - AvGas	320,850	304,988	303,765	(1,223)	-0.4%	355,586	-15%
Fuel Discounts - AvGas	0	0	10,037	10,037	0.0%	10,898	-8%
Fuel Costs - Commercial AvGas	15,000	13,750	10,475	(3,275)	-23.8%	14,025	-25%
Fuel Costs - Auto & Diesel	222,000	203,500	184,127	(19,373)	-9.5%	178,307	3%
Total Fuel Costs	4,597,850	4,265,175	2,242,883	(2,022,292)	-47.4%	3,835,366	-42%
Deicing Costs - Type I & IV	1,133,308	893,196	953,672	60,476	6.8%	851,465	12%
Customs Garbage, Oil & Other	2,000	1,833	63,153	61,320	3344.8%	48,523	30%
Total Cost of Sales	5,733,158	5,160,204	3,259,708	(1,900,496)	-36.8%	4,735,354	-31%
Net Operating	7,156,272	6,547,278	7,052,210	504,932	7.7%	6,528,177	8%
<b>OPERATING EXPENSES BY CATEGORY</b>							
Personal Services							
Salaries	2,280,507	2,090,465	2,089,468	(996)	0.0%	1,806,097	16%
Overtime	252,024	231,022	234,194	3,172	1.4%	211,218	11%
Total Personal Services	2,532,531	2,321,487	2,323,663	2,176	0.1%	2,017,315	15%
Employee Benefits	615,360	565,665	586,602	20,937	3.7%	574,135	2%
Utilities & Communications	114,537	104,992	102,169	(2,824)	-2.7%	85,337	20%
Purchased Services	728,139	693,489	697,814	4,325	0.6%	600,560	16%
Materials & Supplies							
Buildings	128,406	117,706	81,965	(35,741)	-30.4%	84,314	-3%
Grounds	38,000	34,833	11,285	(23,548)	-67.6%	19,866	-43%
Vehicles	844,751	774,355	724,711	(49,645)	-6.4%	624,470	16%
Total Materials & Supplies	1,011,157	926,894	817,960	(108,934)	-11.8%	728,649	12%
Administrative Expenses	364,717	334,324	245,119	(89,205)	-26.7%	383,273	-36%
Non-Capital Equipment	187,000	171,417	25,821	(145,596)	-84.9%	153,374	-83%
TOTAL EXPENSES	5,553,441	5,118,268	4,799,148	(319,120)	-6.2%	4,542,643	6%
FBO Net Direct Cost	\$ 1,602,831	\$ 1,429,011	\$ 2,253,062	\$ 824,051	57.7%	\$ 1,985,534	13%

## **AGENDA ITEM NO. 6**

### **Project Development**

## **AGENDA ITEM NO. 7**

**Counsel**

## **AGENDA ITEM NO. 8**

### **Concessions/Ambassador Program**

January 12, 2026

## Concessions & Ambassador Program Report

### Minority Percentages in the Concessions Workforce

<u>Date</u>	<u>HMSHost</u>	<u>Paradies</u>	<u>Chick fil A (OHM)</u>	<u>Dunkin</u>	<u>Uncommon Grounds</u>	<u>Minority/Total %</u>
January	<u>28/58=48%</u>	<u>11/24=46%</u>	<u>30/36=83%</u>	<u>4/6=67%</u>		<u>73/124=59%</u>
February	<u>26/55=47%</u>	<u>10/21=48%</u>	<u>30/35=86%</u>	<u>4/6=67%</u>		<u>70/117=60%</u>
March	<u>25/54=46%</u>	<u>10/21=48%</u>	<u>24/30=80%</u>	<u>4/6=67%</u>		<u>63/111=57%</u>
April	<u>25/53=47%</u>	<u>10/21=48%</u>	<u>28/33=85%</u>	<u>4/6=67%</u>	<u>8/13=62%</u>	<u>75/126=60%</u>
May	<u>23/52=44%</u>	<u>9/20=45%</u>	<u>26/31=84%</u>	<u>4/6=67%</u>	<u>9/17=53%</u>	<u>71/126=57%</u>
June	<u>25/56=45%</u>	<u>12/23=52%</u>	<u>25/31=80%</u>	<u>4/6=67%</u>	<u>9/15=60%</u>	<u>75/131=57%</u>
July	<u>22/52=42%</u>	<u>10/22=45%</u>	<u>28/34=82%</u>	<u>5/7=71%</u>	<u>11/20=55%</u>	<u>76/135=56%</u>
August	<u>24/49=49%</u>	<u>13/23=57%</u>	<u>28/34=82%</u>	<u>5/7=71%</u>	<u>10/21=48%</u>	<u>80/134=60%</u>
September	<u>24/59=41%</u>	<u>13/23=56%</u>	<u>29/32=90%</u>	<u>5/7=71%</u>	<u>11/21=52%</u>	<u>82/142=58%</u>
October	<u>25/59=42%</u>	<u>11/20=55%</u>	<u>26/30=87%</u>	<u>4/6=67%</u>	<u>11/21=52%</u>	<u>77/136=57%</u>
November	<u>30/64=47%</u>	<u>10/20=50%</u>	<u>26/30=87%</u>	<u>4/9=45%</u>	<u>13/22=59%</u>	<u>83/145=57%</u>
December	<u>27/55=49%</u>	<u>10/19=53%</u>	<u>23/30=77%</u>	<u>4/7=57%</u>	<u>11/24=46%</u>	<u>75/135=56%</u>

<u>Date</u>	<u>HMSHost</u>	<u>OHM</u>	<u>Paradies</u>	<u>Uncommon</u>	<u>Total</u>	<u>\$/Enp</u>
<b>2025</b>		<b><u>Chick fil A</u></b>		<b><u>Grounds</u></b>		
<b>January</b>	<u>617,516</u>	<u>287,027</u>	<u>372,265</u>		<u>1,276,808</u>	<u>\$11.72/enp.</u>
<b>February</b>	<u>696,480</u>	<u>310,151</u>	<u>439,827</u>		<u>1,415,808</u>	<u>\$12.64/enp.</u>
<b>March</b>	<u>711,512</u>	<u>299,741</u>	<u>439,827</u>		<u>1,451,080</u>	<u>\$11.75/enp.</u>
<b>April</b>	<u>694,345</u>	<u>317,822</u>	<u>461,512</u>	<u>93,962</u>	<u>1,567,641</u>	<u>\$11.79/enp.</u>
<b>May</b>	<u>651,170</u>	<u>301,649</u>	<u>427,280</u>	<u>123,978</u>	<u>1,504,077</u>	<u>\$11.83/enp.</u>
<b>June</b>	<u>732,824</u>	<u>325,735</u>	<u>489,155</u>	<u>132,213</u>	<u>1,679,927</u>	<u>\$12.45/enp.</u>
<b>July</b>	<u>805,177</u>	<u>389,844</u>	<u>556,976</u>	<u>148,583</u>	<u>1,900,580</u>	<u>\$11.96/enp.</u>
<b>August</b>	<u>824,064</u>	<u>354,675</u>	<u>532,167</u>	<u>165,896</u>	<u>1,876,802</u>	<u>\$11.58/enp.</u>
<b>September</b>	<u>661,040</u>	<u>231,263</u>	<u>414,725</u>	<u>150,349</u>	<u>1,457,377</u>	<u>\$11.21/enp.</u>
<b>October</b>	<u>778,536</u>	<u>311,222</u>	<u>501,438</u>	<u>171,094</u>	<u>1,762,290</u>	<u>\$11.68/enp.</u>
<b>November</b>	<u>668,221</u>	<u>266,487</u>	<u>397,972</u>	<u>154,820</u>	<u>1,487,500</u>	<u>\$12.04/enp.</u>
<b>December</b>						
<b>Total</b>					<u>\$17,379,890</u>	

**November 2025 Enplanements – 123,530**

## Ambassador Program

### 2025 Totals

#### Tours

#### YTD

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
-	-	1	-	1	3	-	-	2	-	-	-	7

#### Canines

4224	4965	4838	5043	4635	4798	7118	6245	5307	5283	4793	5370	<b>62,619</b>
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#### Ambassador Hours

756	588	755	871	809	609	801	717	727	753	673	629	<b>8,688</b>
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#### Guests Served

6528	4896	7405	7051	7962	7463	9957	7641	6642	7098	5556	3831	<b>82,030</b>
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#### Ambassador Shifts

266	205	257	274	286	226	294	255	259	285	258	251	<b>3,116</b>
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	--------------

**Business Center -  
Closed**

## **AGENDA ITEM NO. 9**

### **Public Affairs**

## **AGENDA ITEM NO. 10**

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

## **AGENDA ITEM NO. 10.1**

**Construction Contract: Authorization to Award Contract  
1257-GC for New Restrooms on  
New Build and TSA 7th Lane to  
VRH Construction.**

AGENDA ITEM NO: 10.1  
MEETING DATE: January 12, 2026

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**ACAA APPROVED**  
**01/12/2026**

**DEPARTMENT:** *Planning and Engineering*

**Contact Person:** *Matthew J. Mokey, P.E., Airport Engineer*

**PURPOSE OF REQUEST:**

**Construction Contract:** *Authorization to Award Contract 1257-GC for New Restrooms on New Build and TSA 7<sup>th</sup> Lane to VRH Construction.*

**CONTRACT AMOUNT:**

**Base Amount** *\$1,137,000.00*

**BUDGET INFORMATION:**

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

**AWARD CONDITIONS MET:**

*Apprenticeship*   Y   *DBE*   N/A   *MWBE*   Y  

*Service Disable Veteran Owned Business (SDVOB)*   Y  

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

**Federal**   0%   **State**   0%   **Airport**  100%   
**Term of Funding:** 2025-2026  
**Grant No.:** N/A **STATE PIN:** N/A

**JUSTIFICATION:**

*Request to award Contract No. 1257-GC New Restrooms on New Build and TSA 7<sup>th</sup> Lane to qualified bidder, VRH Construction of Englewood, N.J. for \$1,137,000.00. The contract scope includes the construction of new restroom facilities along the west wall of the second floor of the new Terminal connector and the reconstruction of an existing space adjacent to the TSA screening area to make room for a 7<sup>th</sup> passenger scanning lane. VRH Construction was the second low bidder out of four bids. Greco Construction, the first low bidder, withdrew their bid due to not meeting the MWBE goals.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.1  
MEETING DATE: January 12, 2026

**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 Bid tab Contract 1257-GC.*

**CONTRACT #1257-GC**  
**New Restrooms on New Build and TSA 7th Lane**

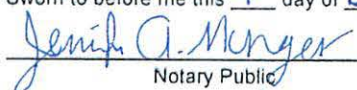
Company Name	VMJR Companies LLC	VRH Construction	Sam Greco Construction Inc.	Duncan & Hill Inc.
Addendums #1-3	X	X	X	X
Lump Sum Bid	\$1,142,000.00	\$1,137,000.00	\$949,000.00	\$1,780,000.00
Bid Bond	5%	5%	Surity Qualification Letter	5%
Board of Directors	X	X	X	X
Non-Collusion	X	X		X
Qualification Questionnaire	X	X	X	X
Acknowledgment	X	X	X	X

I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department

  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 4th day of December 2025

  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2027

## **AGENDA ITEM NO. 10.2**

**Professional Services: Authorization to Award Contract  
SC-1236 with InterVISTAS Consulting for Air Service  
Development services on behalf of  
Albany International Airport**

AGENDA ITEM NO: 10.2

MEETING DATE: January 12, 2026

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA APPROVED  
01/12/2026

**DEPARTMENT:** *Planning*

Contact Person: *David Montiverdi, Aviation Planner & Strategic Development Manager*

**PURPOSE OF REQUEST:**

Professional Services: *Authorization to Award Contract SC-1236 with InterVISTAS Consulting for Air Service Development services on behalf of Albany International Airport*

**CONTRACT AMOUNT:**

Base Amount: *Not-To-Exceed \$75,000.00 Annually*

**BUDGET INFORMATION:**

Anticipated in Current Capital Plan: Yes ✓ No      NA       
Funding Account No:

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

Federal 0% State 0% Airport 100%  
Term of Funding: CY2026  
Grant No.

**JUSTIFICATION:**

*Authorization is requested to award Contract SC-1236 to InterVISTAS Consulting for Air Service Development services at Albany International Airport, in an amount not to exceed \$75,000.00 annually. These services were solicited through a competitive Request for Proposals process in accordance with Authority procurement guidelines. The purpose of this contract is to provide professional, data-driven air service development support, including market analysis, route evaluation, airline proposal development, and strategic advisory services. These services are intended to support the Airport's ongoing efforts to improve air service connectivity, competitiveness, and long-term sustainability. Following evaluation by the Authority's review panel, InterVISTAS was determined to be the most responsive and qualified proposer based on experience, technical expertise, and demonstrated performance at comparable commercial service airports. Awarding this contract will allow the Authority to continue proactive engagement with air carriers amid evolving airline network strategies. Funding is anticipated in the current capital plan, and the final agreement is subject to approval by Authority counsel.*

*The contract is for one year with an option to extend for four (4) additional one year terms.*

AGENDA ITEM NO: 10.2  
MEETING DATE: January 12, 2026

**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 Acting Chief Financial Officer has approved. Yes ✓ NA \_\_\_\_\_*

**BACK-UP MATERIAL:**

*Please refer to the attached copy of InterVISTAS' RFP*

MASTER  
COPY

# PROPOSAL

Air Service Development Services for the  
Albany International Airport

December 5, 2025





December 5, 2025

**InterVISTAS  
Consulting Inc.**

1701 Rhode Island Ave, NW  
Floor 3-117  
Washington, DC 20036  
USA

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[info@intervistas.com](mailto:info@intervistas.com)

Albany International Airport  
737 Albany Shaker Road, Albany, NY 12211-105  
Re: ALB Air Service Development Services - CONTRACT NO. SC-1236

Dear Ms. Matthews:

InterVISTAS Consulting Inc. is pleased to submit this response to the request for proposals for Air Service Development Services for Albany International Airport. We appreciate the opportunity to share information about our capabilities as well as our air service development experience.

Established in 1997, InterVISTAS Consulting Inc. is an integrated management consulting firm specializing in the aviation, transportation, and tourism industries. Our team of over fifty consultants works with airports, airlines, communities, convention & visitors bureaus, local and national governments, and trade associations to provide leading-edge strategic solutions that allow our clients to create and achieve their visions.

InterVISTAS' worldwide engagement provides the firm's consultants with real-time, first-hand insights on air service development. We deliver comprehensive air service development services to airports throughout North America, including fifteen small and medium-sized airports, via a data-centric and 'community first' approach coupled with senior airline relationships.

Our proposed project manager, Matt Colbert, is a native of Upstate, NY and resides in New York City. Matt has advised airports of similar size to ALB, including State Capitals, on air service development and won SCASD grants. Prior to consulting, Matt led New York based market growth teams at United and Delta Air Lines focused on growing air service across New York. He is personally dedicated to the success of Upstate NY's economy and growth of its air service.

The entire InterVISTAS team is excited to leverage its fifty-plus years of airline and airport experience to deliver superior, cost-effective results for the Albany International Airport and greater Capital Region community. Our practice lead, Daniel Skwarek, is a 30-year airline industry veteran and former Delta Executive. Other key team members who will help ALB include Brian Pratte, San Antonio's former head of Air Service Development. Matt, Daniel and Brian bring airline and air service experience and deep relationships with senior leaders at every major U.S. carrier.

InterVISTAS is a leader in airline data and offers in-depth analysis and action plans for airports to capture passenger demand, reduce leakage, and develop and monitor airline incentive programs. We utilize over a dozen data tools and can provide forward booking data at a route level. We have also developed route cases and grown service for airports of all sizes.

The InterVISTAS team is excited about the opportunity to support Albany International Airport!

**RFP Contact:**

Matthew Colbert  
Senior Director

D: +1 202-688-2232, C: +1 607-227-3192 E: [Matt.Colbert@InterVISTAS.com](mailto:Matt.Colbert@InterVISTAS.com)

Sincerely,

**Daniel Skwarek**  
Senior Vice President

D: +1 202-688-2229 E: [Daniel.Skwarek@InterVISTAS.com](mailto:Daniel.Skwarek@InterVISTAS.com)

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## 2. Executive Summary: Including Statement of Minimum Qualifications

Air service development and airline consulting have been core pillars of InterVISTAS since the firm's founding in 1997. We have worked with dozens of airports of all sizes, from large hub to non-hub (as defined by the FAA), and with comparable complexities of the Albany International Airport (ALB). At InterVISTAS, we deliver comprehensive air service development services through a data-centric and community-first approach coupled with strong airline relationships and proven expertise in local stakeholder engagement and collation building.

InterVISTAS delivers comprehensive air carrier and local market analyses, addressing rapidly changing industry conditions like leakage, airline fleet changes, airport and airline competitive positioning, operational performance, and pilot shortages. The air service industry changes rapidly, and airports and communities including ALB have been hit the hardest since they receive smaller aircraft types from network carriers or fewer frequencies per day on larger types as airlines seek to match gauge (and thereby cost) to traces of demand. As a result, airports like ALB may not have voice with airlines they once did.

Another headwind impacting airports the size and stature of ALB, is an increase in leakage. This is seen by an InterVISTAS client in Baton Rouge, LA where residents drive 60 minutes to fly from New Orleans. Albany, with its direct access to the Thruway and onward to New York City's major airports is susceptible to leakage. Despite ALB's strong catchment area of ~1.2M residents within a 60minute drive, and 3.0M residents in a 90minute drive, the area's travelers are familiar with having to drive to fly. To get a non-stop, New York or even Boston is not out of the question.

InterVISTAS can mitigate these headwinds by delivering a range of air service development-related services, including:

- |                                                                            |                            |                              |
|----------------------------------------------------------------------------|----------------------------|------------------------------|
| • Market Leakage Studies                                                   | • Route / Network Planning | • Cargo Analysis             |
| • Developing Tourism Partnerships<br>(e.g., ski resorts, Saratoga Springs) | • Strategic Plans          | • Economic Impact Studies    |
| • Incentive Program Design                                                 | • Traffic Forecasts        | • Facilities Constraints     |
| • Airline Engagement                                                       | • Borders & Facilitation   | • Regulatory Impact Analysis |
|                                                                            | • Airline Engagement       | • Master Planning Forecasts  |

At InterVISTAS, we understand that to attract new airlines and add routes from existing carriers, airports need a deep understanding of their market's true size and how the community fits an airline's strategic priorities.

Robust air service development efforts must also reflect the combined strength of all community stakeholders. When evaluating a new route from medium-sized community, having the buy-in of local leaders, employers, and citizens is particularly important to an airline as the route's performance is driven by its local market and catchment area. At InterVISTAS, we take the time to understand the history of each community, its needs, and goals when engaging with airlines. Coupled with our experience as commercial airline leaders, this local understanding leads to a stronger route case with greater support for the new air service and more sustainable routes over the long term. It is how InterVISTAS built its extensive experience growing medium-size community's air service.

### Statement of Minimum Qualifications

InterVISTAS has over two decades of air service development advisory experience, including supporting airports of similar or larger size than ALB within the past two years via our current clients in Baton Rouge, LA, Buffalo, NY, El Paso, TX, Providence, RI, Montreal, QB, and Toronto, ON among others. InterVISTAS has provided air service advisory services to Montreal, QB and Toronto, ON for over fifteen years alone and Buffalo, NY, for over a decade. Our air service development work for our clients includes Route Forecasting, Business Cases, and Market Leakage Studies.

The work provided by InterVISTAS for our clients includes developing materials and arranging airline headquarters at American, Delta, United, SkyWest, Air Canada, and Flair within the last four years, including two headquarters meetings in 2H2025 alone. Additionally, InterVISTAS provides consulting services to airlines. Since 2024, InterVISTAS, and members of the proposed project team have advised two network carriers and two Ultra-Low-Cost Carriers on aircraft orders and focus city identification and route network expansion opportunities.

As former commercial airline leaders ourselves, we maintain deep, personal relationships with network planning leaders at Air Canada, American, Avelo, Delta, JetBlue, and United as we worked directly with them as colleagues.

### 3. Experience: Including References and Qualifications

At InterVISTAS, we have a deep well of air service development experience -with over 100 years of combined air service development experience among our leadership team and support staff with airport, airline and other air service consulting work. The development of air service best practices as well as air service tools and data are central to InterVISTAS' approach to serving our airport clients and their communities.

At InterVISTAS, we understand that to attract new airlines and add routes from existing carriers, airports need a deep understanding of their market's true size and how the community fits an airline's strategic priorities.

Highlights of our recent work for a selection of InterVISTAS' similarly sized airport clients:

#### **BUFFALO-NIAGARA INTERNATIONAL AIRPORT (2005 – PRESENT)**

**Contract Information:** Duration: 20+ years; **Contact:** Pascal Cohen Senior Manager Marketing and Air Service Development | 716-630-6040 | Pascal.Cohen@nfta.com

InterVISTAS has supported Buffalo-Niagara's air service development efforts for over two decades, including domestic and international development efforts, route cases, air carrier incentive plan development support, alternative funding source identification, air cargo feasibility studies, and assistance in the development of unused airport land. Most recent efforts include air service market analysis and presentation development, business case development, and conference support.

#### **EL PASO INTERNATIONAL AIRPORT (2012 – PRESENT)**

**Contract Information:** Duration: 10+ years

**Contact:** Cassandra Davisson Marketing and Air Service Development | 915-212-7340 | davissoncs@elpasotexas.com

For El Paso International Airport, InterVISTAS provided air service development support for the Airport's effort to expand domestic services and attract nonstop service to Mexico. InterVISTAS has supported domestic route development efforts by providing business case analysis and route forecasts and support with SCASD grant applications. To support Mexican service opportunities, InterVISTAS has conducted a catchment area/leakage study to quantify passengers from the El Paso area using Ciudad Juarez Airport as an alternative to ELP. As a result, TAR airlines is starting service to Mexico on 50-seat ERJ-145s in 2026.

#### **Baton Rouge Metropolitan Airport (2025 – PRESENT)**

**Contract Information:** Duration: 1+ years; renewed for 2026

**Contact:** Louis Hubbard III, Assistant Director of Aviation | 225 355-0333 | LHUBBARD@flybtr.com

For Baton Rouge, InterVISTAS provided air service development support for the Airport's effort to expand domestic services via increased frequencies to Atlanta, GA, Charlotte, NC, Dallas/Fort Worth, TX, and Washington, DC. InterVISTAS identified marketing opportunities working with FlyMyAirport to improve awareness in domestic origins of the airport's service and supported the airport with preparing conference materials and in-meeting support at JumpStart and TakeOff 2025. InterVISTAS also completed a leakage study for Baton Rouge in 4Q25 which identified new areas of passenger recapture opportunity and was instrumental in advancing discussions with United for Chicago/O'Hare flights.

#### **RHODE ISLAND T.F. GREEN INTERNATIONAL AIRPORT (2022 – PRESENT)**

**Contract Information:** Duration: 2+ years

InterVISTAS' work with Providence-Rhode Island T.F. Green International Airport (PVD) has included catchment studies centered around quantifying high passenger leakage volume to other Northeast airports and developing strategies and forecasting to support new carrier proposals, transatlantic QSI research and forecasting for multiple new carriers and new entrant-carrier Breeze having started multiple new routes from their base at PVD. Additionally, InterVISTAS developed the airport's strategy for a new alternative air mobility vehicle to grow the airport's catchment area using new technologies and intermodal connectivity. As a result of the work, PVD has grown its air service and total passengers, with total passengers eclipsing 2.0M and a focus city of Breeze being started in Providence.

### Comparable Air Service Development Clients (Current)

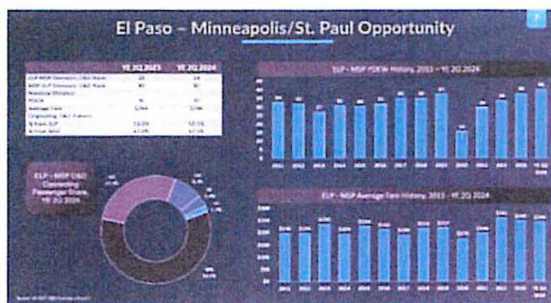
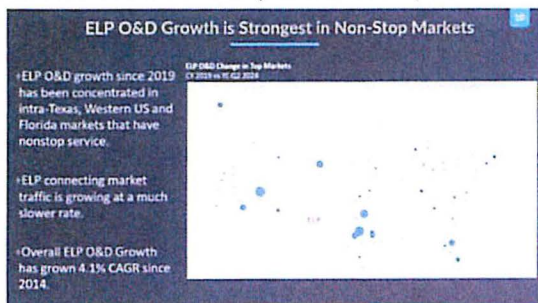
Client	Hub Size	Client Since	Services Provided
New Bedford Regional Airport	Non-Hub	2024	Part 380/Charter Opportunity Analysis and Airline Outreach / Air Carrier Incentive Program Leakage Study
Baton Rouge Municipal Airport	Small	2025	Route Conference Support
Ithaca Tompkins Airport	Non-Hub	2019	Route Business Cases / Air Carrier Incentive Program Catchment Leakage Analysis / Conference Support
Providence International Airport	Small	2021	Route Business Cases / Demand Modeling / Route Conference Support
Buffalo International Airport	Medium	2014	Route Business Cases / Catchment Leakage Analysis Route Conference Support / Air Cargo Study
Corpus Christi International Airport	Non-hub	2023	Route Business Cases / Data Dashboard / Route Conference Support
El Paso International Airport	Medium	2012	Route Business Cases / Catchment Leakage Analysis / Air Cargo Study
Toronto Pearson International Airport	Large-Hub (Canada)	Before 2010	Route Business Cases / Incentive Program Design / Community Engagement / Leakage Study
Montreal-Trudeau International Airport	Large-Hub (Canada)	Before 2010	Route Business Cases / Incentive Program Design / Community Engagement / Leakage Study
Kelowna International Airport	Small (Canada)	2006	Airline Route Business Cases / Incentive Program Design /Route Conference Support

For route cases, InterVISTAS specializes in creating professional, data-rich presentations tailored to airline decision-makers. For ALB, we will use our LIFTPlan® forecasts, Tableau dashboards, and mapping tools to convey market opportunities visually. Our materials will emphasize ALB's strengths, including its catchment area potential and growing economy. They will also align with airline network goals to drive interest in new or expanded services at ALB.

Core to a potential presentation for ALB is a leakage analysis, which we anticipate is a significant issue given the ease of access via the Thruway to New York City's major airports and I-90 to Boston's Logan International Airport. ALB serves a core catchment area of ~1.2M residents within a 60min drive, with another ~3.0M residents in a 90min drive.

InterVISTAS has developed dozens of leakage analyses utilizing advanced data sources, including cell phone capture analysis and traditional airline ticket distribution data. Our leakage clients are as large as San Diego, CA (international leakage concern to Los Angeles, CA, and Mexico leakage to Tijuana) to smaller airports such as El Paso, TX (leakage of passengers across the border to Ciudad Juarez) and Fresno, CA (leakage to San Francisco, CA).

Below is an example of the data-rich, visual presentations InterVISTAS produces for clients as they meet with airline leaders at conferences such as Routes Americas, JumpStart, or TakeOff. In the two example PowerPoint slide screenshots below, InterVISTAS shows where the airport's traffic is growing and drills into a specific route opportunity. InterVISTAS has helped its airport clients add over fifty routes in the last four years, including eight from small and non-hub airports by both low-cost and network carriers. These new routes were added via data analysis and route forecasting tools that underpinned each cases developed by InterVISTAS. A sample of the most recent successful route cases and their quantifiable impact is below:



Airline	Airport	Size	New Routes	Quantifiable Impact	Year
United	Ithaca, NY (ITH)	Non-Hub	Washington-Dulles (IAD)	+50 seats/day	2025
TAR*			Chihuahua City, MX (CUU)	+50 seats/day	2026*
Southwest	El Paso, TX (ELP)	Med.	Chicago-Midway (MDW)	+143 seats/day	2024
Delta	Fresno, CA (FAT)	Small	Atlanta, GA (ATL)	+155 seats/day	2024
Alaska	San Diego, CA (SAN)	Large	Anchorage, AK (ANC) / Atlanta, GA (ATL)	>159seat/day	2024
Breeze	Providence, RI (PVD)	Small	Fort Myers, FL (RSW) / Orlando, FL (MCO)	+144 seat/ftl..	2023
Southwest	El Paso, TX (ELP)	Med.	Orlando, FL (MCO) / Long Beach, CA (LGB)	+143 seat/day	2023
Air Canada	San Diego, CA (SAN)	Large	Montreal, QC (YUL)	>150 seat/day	2022
Southwest	Fresno, CA (FAT)	Small	Denver, CO (DEN) / Las Vegas, NV (LAS)	>250 seat/day	2021

\*Announced

The proposed InterVISTAS project team for ALB has experience evaluating and managing similar medium and large-sized markets and many have worked for major commercial airlines, including Delta Air Lines, JetBlue Airways, Northwest Airlines, United Airlines and Amerijet International (all-cargo airline). Our team expertise includes network planning, fleet planning, marketing, revenue management, alliances, financial planning and destination management organization (DMO) alignment. This allows us to advise airport clients on issues for carriers of all types, as well as various strategic planning and air service development initiatives. Our airline and airport experience gives InterVISTAS the relationships needed with airline management teams to secure headquarters visits.

This breadth of experience enhances our credibility in developing compelling business cases for ALB, ensuring that our proposals align with the preferences and criteria of each target airline. The analysis and strategic alignment position the route cases for our airport clients above other airport route cases, winning our airport's new service.

The collective InterVISTAS team's familiarity with the needs and requirements of smaller community airports extends beyond just air service development, as our team provides related airport planning expertise to smaller commercial and general aviation service airports.

InterVISTAS team members have developed planning projects for clients, including Eugene, OR; Telluride, CO; Coeur d'Alene, ID; St George, UT; King County / Boeing Field, WA; Bedford, MA; and Mid-America St Louis, IL, and others. Our projects have included airport master plans, demand forecasting, new terminal planning, capital improvement programs, cost assessments to meet FAA design runway/taxiway requirements, and FIS assessments.

The team is very familiar with producing analysis, reports, presentations, or other needed material to support the client's needs in a wide array of formats that include all aspects of Microsoft Office and Tableau to easily manipulate the insights for other applications. The larger InterVISTAS team includes other key members (transportation analysts, graphic designers, and quality assurance specialists) who contribute to the success of our clients and the work we produce.

The InterVISTAS team is also continually engaged at route conferences, including Routes Americas, Routes World, and TakeOff North America. The proposed InterVISTAS project team provides a proven track record of success in air service development. Our proposed air service development team offers many years of experience in leadership roles in strategic air service development, air service incentive incentives and grant management, airline network planning, and airline fleet planning.

#### Airlines Trust Us





## 4. Proposed Services Information:

### 4A. Work Plan and Approach to Air Service Development Program

InterVISTAS is committed to delivering comprehensive air service development consulting services for the Albany International Airport, leveraging our deep industry experience, data-driven approach, and strategic airline relationships. Our methodology ensures sustainable air service expansion, compliance with all applicable Federal, State, and Local laws, and alignment with the airport's broader economic and community goals.

#### 1. Work Plan: Approach to Air Service Development

Our air service development strategy for ALB follows a structured, multi-phase approach designed to enhance non-stop service to Western US destinations with a focus on growing American's Dallas/Fort Worth, TX service, adding Denver, CO service on United, restoring consistent Las Vegas, NV service via Southwest or with new service on Breeze, adding service to Los Angeles, CA and/or Phoenix, AZ, growing low-cost and ultra-low-cost carrier service to Florida, maximizing the airport's economic impact, and optimizing airport performance. Through the phased process, we deliver a flexible yet structured approach to air service development.

The breadth of InterVISTAS' experience from airport master planning to facility planning to airline route planning means that beyond the dedicated client team outlined above, our airport clients can access all resources.

**1A. Contingencies:** This broad skill set of InterVISTAS team members ensures our clients can address contingencies that may arise during the program, such as budget changes and a subsequent need for alternative funding sources for the airport to maintain a competitive Cost Per Enplanement. In addition to the flexibility offered by the InterVISTAS firm due to its experts, the firm has redundancies with its core air service experts.

InterVISTAS employs five additional air service experts beyond those outlined here; from senior leaders at the VP level, to multiple analysts, who are experts and leaders in leakage, air carrier incentive program development, airline route cases, route conference material creation and airline operations analysis and best practices.

#### 2. Market Research & Data-Driven Strategy

We employ advanced analytical tools and industry best practices to assess market demand, including:

- Catchment Area & Leakage Studies – Evaluating passenger trends and identifying opportunities to recapture traffic lost to competing airports.
- Passenger Demand Forecasting – Using datasets such as DOT O&D data, T100, and GDS ticketing data to model traffic potential.
- Fare Analysis – Study of fares from ALB and like peer markets (e.g., BDL) on key routes via DOT DB1B and Sabre data sets. This will help demonstrate to airlines the revenue quality from ALB -especially to Denver, CO, Dallas-Fort Worth, TX, and connecting to Los Angeles, CA and San Francisco, CA.
- Route Cases – Compelling cases tailored to each airline's fleet, network strategy, and profitability metrics.
- Stakeholder Engagement – Partnering with local businesses, economic development agencies, and government entities to support service expansion.

#### 3. Airline Engagement & Route Development

InterVISTAS brings decades of airline industry experience and relationships with key decision-makers across legacy, low-cost, hybrid, and ultra-low-cost carriers. Our team has secured over 25 new routes in the past four years. We will apply this expertise to:

- Conduct targeted airline outreach and facilitate high-level meetings with carrier network planning teams.
- Develop and refine incentive programs that comply with FAA regulations and enhance new route viability.
- Leverage data visualization tools like Tableau and LIFTPlan® to present airline-specific route forecasts.

#### 4. Implementation & Service Launch Support

Once a new airline service is secured, we ensure a seamless transition by:

- Assisting with airport and airline operational coordination.
- Developing marketing and community engagement campaigns to drive awareness and load factors.
- Monitor performance metrics and work with the airport to adjust strategies as needed.

## 5. Compliance with Federal, State, and Local Regulations

InterVISTAS strictly adheres to all applicable laws, industry standards, and regulatory requirements. Our compliance strategy includes:

- Federal Aviation Administration (FAA) & U.S. Department of Transportation (DOT) Compliance
- Ensuring all incentive programs align with FAA Order 5100.38D governing airline revenue guarantees, marketing support, and fee waivers.
- Adhering to DOT air service grant guidelines (e.g., SCASDP) and assisting ALB in pursuing grant funding when applicable.
- Conducting analyses in accordance with FAA and DOT standards to validate the benefits of new air service.

## 6. State & Local Compliance

- Working within Albany's economic development frameworks to align air service strategies with statewide business and tourism growth initiatives.
- Engaging with local and regional stakeholders, including the Capital Region Chamber, Albany Area Chamber of Commerce, Albany Black Chamber of Commerce and local businesses, including Regeneron and PriceChopper to ensure alignment with community needs.
- Adhering to all Albany International Airport, Albany Airport Authority and relevant local government procurement and performance compliance standards.

## 7. Organizational Capacity & Team Expertise

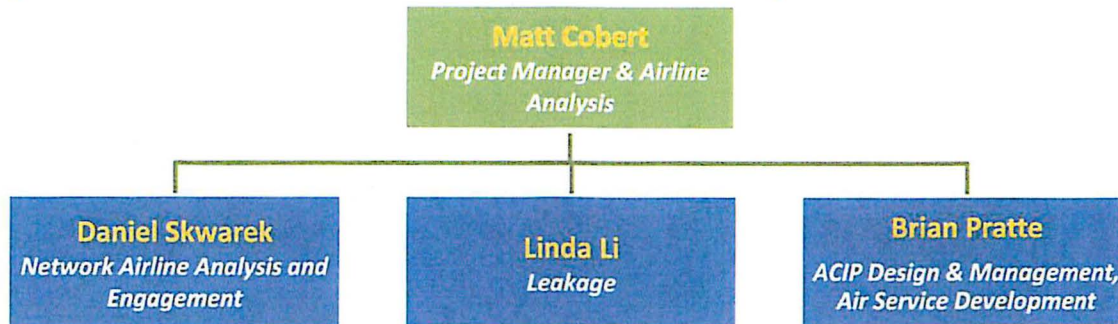
InterVISTAS offers a highly experienced air service development team with direct backgrounds in airline network planning, revenue management, and market analysis. Our team members have held key leadership roles at major airlines, giving us an inside perspective on carrier decision-making.

### Key Personnel & Expertise:

- Matt Colbert (Project Lead, SCASD Expert): Former United, Delta, and JetBlue; specialist in community engagement, route forecasting, community air service incentive design, and airline engagement
- Brian Pratte (ACIP Design and Air Service Development) – Former executive at a medium hub airport; experienced with building and managing Air Carrier Incentive Programs, route cases, and revenue guarantees.
- Linda Li (Leakage) – Leader in leakage study design and execution. Linda has a deep understanding of how regional geography and demographics influence airport leakage and strategies to reduce it.
- Daniel Skwarek (Network Strategy & Compliance) – Former Delta and Northwest Airlines Executive; experience in alliances, network planning, pricing and revenue management, and regulatory affairs.

With this team, ALB will benefit from unparalleled industry insight, airline relationships, and technical expertise to drive successful air service growth.

## 4B. Organizational Chart and Experience of Key Staff:



- Proposed Project Manager **Matt Colbert** is a fifteen-year air service consultant and airline industry veteran with experience in airline strategy and market development at United, Delta, and JetBlue Airways. Matt is the Secretary of the New York Aviation Management Association and served on its board since 2020. A native of Ithaca, NY, and graduate of the New York State School of Industrial and Labor Relations at Cornell University, he has dedicated his career to growing air service in Upstate, NY. As a consultant, Matt has worked exclusively with medium and small hub airports, including Baton Rouge, LA (BTR), Buffalo, NY (BUF), and Providence, RI, (PVD) and was responsible for conferences, airline engagement and leakage studies. He also led the air service development program for Ithaca, NY (ITH) where he led passenger demand analysis, targeted marketing, audiences, channels, messaging, leakage analysis, and community outreach. Matt led ITH's 2022 SCASD grant campaign, resulting in \$750,000 in federal funding for new service to a US airline hub. Additionally, a route case he developed led Delta to double capacity.
- Proposed team member **Brian Pratte** is a 20-year veteran of the aviation industry, leading development efforts at San Antonio International Airport (SAT), Amerijet International (all-cargo airline) and Reno-Tahoe International Airport (RNO). A primary focus, beyond data-driven storytelling, is fostering community collaboration and alignment. He was responsible for building business cases, developing long-standing relationships and overseeing stakeholder engagement. This led to new firsts for SAT, with the first ever nonstop flight to Frankfurt Germany, new airlines and markets within Mexico and the first minimum revenue guarantee. Results at RNO were similar with the first nonstop flights to New York City and Guadalajara Mexico. Extensive work with the area destination management organizations (DMOs) was required to bring these results to fruition.
- Proposed team member **Linda Li** is skilled in leakage analysis and small community air service issues. She brings experience in leakage study and QSI modeling for airports and airlines of all sizes. She has led or supported multiple airport air service development and leakage studies by analyzing airport capacity, passenger demand and traveler cellphone data. Provided insightful analytical findings through integrating these datasets to strengthen comprehensive outcomes.
- Proposed team member **Daniel Skwarek** leads the firm's air service development team. Under Daniel's leadership, the team has led multiple route cases for Providence International Airport (TF Green), reference above, throughout the contract's duration. Daniel is a 29-year industry veteran who, before joining InterVISTAS in 2021, was a Managing Director at Delta Air Lines. In this role, Daniel developed the bi-annual Strategic Plan for the Delta and Air France/KLM Airline Board of Directors, which is a comprehensive review of the Joint Venture's network, revenue, sales, cost, and competitive dynamics. This gives Daniel a deep understanding of international traffic demand and connecting patterns and insight into how to build and connect international cities to smaller communities like Albany. Daniel also led Delta's Revenue Management Development and Domestic Pricing strategy teams, focusing on improving hub fares by market segment to reduce substitute airport drives, giving Daniel a leadership view on drive/divert challenges.

In addition to the firm's and the proposed project team's air service advisory experience, the proposed team has direct relationships with decision-makers at all levels at the major, ultra and low-cost US airlines, formed as colleagues.

This experience gives Matt, Brian, Linda and Daniel, strong, established networks with key decision-makers at the major US network and low-cost airlines, AAM manufacturers and industry groups. Together, this gives the team the ability to initiate and secure meetings with new and existing carriers for the growth of ALB and to develop potential innovative partnerships.

## 4C. Pricing

The tables below represent the full breadth of all requested components, allowing ALB to select certain ones based on the costs and the funds available within ALB's budget.

InterVISTAS has prepared a competitive cost of services to include a 20% discount to our normal staff rates. For additional market and leakage analysis data (E.g. Azira cell phone data) there is a one-time data charge as the data is customized to the use-case.

Travel costs to ALB will be very low (Estimated at under \$400/trip) if no overnight in ALB is required as the proposed project manager lives in New York City and can daytrip to ALB via rental car.

<u>Item</u>	<u>Annualized</u>	<u>Additional Cost for Data (One-time, NO Markup)</u>
Leakage Study and Analysis (One Time, if needed):	\$15,000	\$15,500 (Provider: Azira)
Route Analysis & Forecast using LIFT Tool (1x):	\$10,000	
Conference Support; Messaging and Presentation Packages (2x):	\$12,000	
Relationship Development (HQ, local visits, per):	\$5,000	
On-Call Data/Research/Presentations	\$17,000	
ASD Strategy/Update:	\$5,000	
<b>Total with Leakage Study:</b>	<b>\$64,000</b>	
<b>Total without Leakage Study:</b>	<b>\$49,000</b>	

## Key Staff Hourly Rates

<b>Role</b>	<b>Discounted Hourly Rate</b>
VP (As Needed)	\$276
Project Manager (Senior Director)	\$252
Consultant	\$142
Analyst	\$89

## 5. Descriptive Literature

### 5A. Descriptive Literature: Data Driven Air Service

**A Leader in Airline Data:** InterVISTAS invests over \$300,000 annually in airline industry data and tools so our small and medium-sized airport clients have the same quality data as the largest airports and airlines. We see this as giving airports such as ALB a competitive advantage at new routes when presenting data-rich route cases to airlines - InterVISTAS speaks airline.

Our understanding of airline network strategies and how airlines evaluate demand and regional economies is core to our work because it was our work during our times as leaders at Delta/Northwest, JetBlue, and United.

InterVISTAS' investment in data and cutting-edge tools also ensures our team has continuous and comprehensive access to U.S. DOT databases, ARC travel agency bookings, cell phone location data, airline schedule filings, and more. These subscriptions are included in our regular rates, enabling ALB to harness **airline-caliber insights** without separate data fees\* (outside regionally specific data like Azira for leakage analysis). Our team's extensive experience—gained at major airlines and airports large and small—further ensures that each piece of analysis is technically innovative and grounded in the realities of airline network planning experience and expertise.

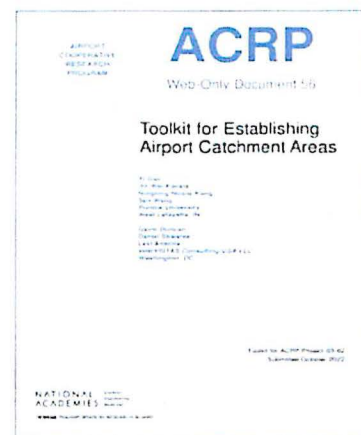
A key element of our approach lies in combining multiple sources of passenger flow data to capture a complete view of ALB's market. Traditional ticketing datasets (ARC) reveal traveler behavior for network carriers. At the same time, advanced cell phone location data from Azira highlights passengers driving to competing airports or flying on ultra-low-cost airlines. See map of cell phone pings → A recent study for Baton Rouge Municipal Airport included **4.0B** cell phone pings that InterVISTAS analyzed.



Azira

Unlike "canned" solutions, InterVISTAS acquires raw cell phone data directly from leading providers and then refines and analyzes it in-house. This method allows for higher fidelity and deeper insights, giving us a precise understanding of where leakage occurs and where new or expanded services might best succeed. By overlaying these datasets, we pinpoint opportunities to retain or recapture travelers who might otherwise choose alternate airports.

Our expertise in leakage and catchment analysis was recently recognized by the National Academy of Sciences' Airport Cooperative Research Program (ACRP), which commissioned InterVISTAS together with academic experts from Purdue University to develop a study on airport catchment definition and analysis.



Armed with these insights, we can craft compelling business cases to share with airlines, highlighting the revenue potential and strategic fit of new or expanded services from ALB.

We also employ airline-centric profitability models—mirroring how carriers allocate costs and forecast revenues—to speak directly to each airline's core metrics, showing how much money the route will make the airline.

Presented through high-impact graphics and customized route maps, our analysis resonates during airline headquarters visits and industry conferences, positioning Albany to secure new air service.

By combining best-in-class data, sophisticated forecasting, seasoned industry knowledge, and personal passions for community air service development, InterVISTAS equips airports like ALB with genuinely innovative expertise to enhance air connectivity and drive economic growth in the Capital region. **Key Data and Tools Used by InterVISTAS:**

Lufthansa Systems



U.S. Department  
of Transportation

## 5B. Descriptive Literature: Local Resources

The team is eager to partner with the airport, Albany County Airport Authority Board, local employers, economic and tourism development organizations, local labor organizations, and the Albany and greater Capital Region communities.

Albany International Airport is also the gateway to the Adirondacks, Berkshires, Catskills, Capital Region, Saratoga Springs, and Southern Vermont.

InterVISTAS understands that successful community air service requires the support of local employers, economic development organizations, labor leaders and the broader community. ALB is at critical point with the completion of its expansion project, growth of Avelo and Breeze and reduction of Southwest service.

The team will build upon the work of the Board to ensure local organizations have the awareness and exchange of information to enhance ALB's service and are partners in growing ALB's air service. InterVISTAS looks forward to working with the Airport, Authority and its leaders to ensure the success of current service and securing additional air service.

Below is a select list of community partners InterVISTAS would work with, subject to the Airport's and Board's input, similar community partners that InterVISTAS staff have worked with in generating air service:



Other Examples of InterVISTAS team members' work with local communities:



**LOUISIANA**  
DIVISION OF ADMINISTRATION

State of Louisiana Travel Office: Partnering with Baton Rouge for State Employee Travel via BTR Airport



**FRESNO YOSEMITE**  
International Airport



Tompkins County Air Services Board

Central Valley Air Service Committee

Jackson Hole Air Improvement Resources

InterVISTAS will support ALB by delivering regular updates to stakeholders, including Board members, Community Partner groups, and others as directed by ALB leadership on air service trends and developments by utilizing data dashboards as well as regular updates to the airport and community. These updates will include benchmarking ALB's performance against regional competitors and peers, highlighting new opportunities, and providing actionable insights to align with ALB's goals.

Transparent communication ensures that stakeholders remain engaged and informed. InterVISTAS works with clients to provide updates to executive staff and local air service interest groups.

## 5C. Descriptive Literature: Scope of Services

### 1. Strategic Air Service Planning

InterVISTAS delivers comprehensive air carrier and local market analyses, addressing rapidly changing industry conditions like market share. Robust air service development efforts must also include the combined strength and input from community stakeholders. To gain and keep stakeholder support, as airports are community assets, communities benefit from understanding how the airport benefits them, via digestible economic impact analysis and analysis of demonstrated demand in terms of major employer and organization travel trends and airport and airline industry data sources for passengers per day each way data from the US DOT. Economic impact analysis is a key strength of InterVISTAS and part of a market assessment.

For presentations, InterVISTAS takes a rigorous, data-driven approach to air service development grounded in an investment in over a dozen airline industry tools and databases, including route forecasting tools used by many of the same airlines receiving the route cases.

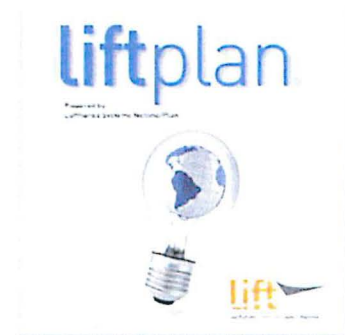
### 2. Market Analysis and Route Development

InterVISTAS would utilize tools such as DOT DB1B, T-100, airline earnings and fleet data to identify airline and hub-specific developments that may create opportunities for ALB that align with new or evolving airline priorities. Successful cases also need to demonstrate how the proposed route fits with the target airline's strategy. Data, visual storytelling, and InterVISTAS' strong relationships at the executive and working levels at every major and low-cost airline, together, are the tools InterVISTAS + ALB can bring to bear to present compelling route cases to airlines to get them to choose ALB over all other options for that same aircraft.

At InterVISTAS we use the same tools airlines do to forecast a route's performance and the same supporting models used by airlines via Lufthansa's Lift Plan tool.

#### LIFTPlan® - Industry-Trusted Airline Network Forecasting

In crafting a compelling business case tailored to ALB's unique requirements, InterVISTAS employs a meticulous forecast analysis process, starting with our tool, LiftPlan®. This advanced passenger route forecasting model is based on Lufthansa Systems' NetLine/Plan and is frequently utilized by major carriers including, Air Canada, Lufthansa, Cathay Pacific, and Qatar Airways, who are partners with American and United. LiftPlan is designed to predict airline traffic and revenue on new routes, taking into consideration factors such as: Market share, traffic composition, connectivity, load factor at an O&D carrier and schedule path level, market spill, backfill, and other impacts



An example may be proposed service between ALB and Los Angeles, CA (LAX).

LiftPlan® enables us to identify markets, such as LAX, that may warrant a minimum revenue guarantee (MRG) from the airline. By pinpointing significant revenue upside and ridership potential, our model assists in reducing potential financial outlays, thereby extending available funds for other routes. This methodology is particularly relevant for LAX, allowing InterVISTAS to highlight not only the revenue potential of a proposed ALB-LAX route but also its alignment with the airport's traffic patterns, tourism visitation, and a broader picture of an airline's network.

### 3. Airline Facing Proposal Development

Supporting an accurate route forecast and part of an airline-facing proposal is understanding leakage from the airport's core service area to get a true estimate of potential demand. InterVISTAS has a comprehensive understanding of measuring and combating passenger leakage, and extensive experience with various data methodologies for catchment and leakage analysis.

Our leakage study utilizing ticketing data would analyze zip-code level booking data and Origin & Destination (O&D) traffic data sourced from U.S. DOT and Airlines Reporting Corp (ARC) ticket datasets. The leakage study analysis can then calculate ALB's effective capture rate (i.e., the percentage of passengers in the ALB geographic catchment area who use ALB versus other drivable area airports such as New York City's airports). Traditional analysis does not capture customers using their car for transportation, nor passengers flying on direct-distribution ULCC carriers and non-ARC participating carriers such as Allegiant, Avelo, Breeze, Frontier, and Spirit. Location tracking data based on individual cell phone usage complements this ARC data to measure the leakage by non-network carriers and potentially customers who drive rather than fly to their destination.

Cell phone usage typically tracks airport utilization to the cell phone owner's predominant overnight (home) zip code. The utilization of ARC and cell phone-based data then creates the most complete picture of ALB's current inbound and outbound leakage risk. InterVISTAS has extensive experience with both ARC and cell phone leakage analysis. InterVISTAS uses raw cell phone data and not "black box" traffic solutions such as Placer.ai to determine location usage.

Then, InterVISTAS specializes in creating professional, data-rich proposals and presentations tailored to airline decision-makers. For ALB, we will use LIFTPlan® forecasts, Tableau dashboards, and mapping tools to visually convey market opportunities. Our materials will emphasize ALB's strengths, including its catchment area potential and alignment with airline network goals, to drive interest in new or expanded service.

Furthermore, our professional graphics and mapping capabilities enhance the visual presentation of the business case, reinforcing ALB's efforts during airline headquarters visits or market updates at route conferences. This combination of industry-trusted tools, tailored analysis, and visually compelling presentations positions InterVISTAS to effectively supercharge ALB's endeavors in presenting market opportunities to target airlines.

#### 4. Airline Meeting and Relationship Management

As a firm, InterVISTAS brings credibility to our client airports' business cases because we have also consulted directly with over 100 airlines from around the world. This includes network, regional, low-cost, and start-up carriers. On the airline consulting side, this has included strategy development, network design, fleet planning and finance, mergers and acquisitions, labor relations, human resources, policy/regulatory advice, alliance analysis, business transformation and change management, market forecasting, route development, business plans, pricing strategy, revenue management, customer relationship management, information technology, and operations.

#### InterVISTAS' Network of Airline Commercial Leaders

This breadth of experience enhances our credibility in developing compelling business cases for ALB, ensuring that our proposals align with the preferences and criteria of different carriers, be they network carriers, regional carriers, low-cost carriers, or start-ups. InterVISTAS also supports the community in conference meetings with airline planners such as Routes Americas, JumpStart, or TakeOff, developing competitive business cases tailored to airlines.



The InterVISTAS leadership team is sought out as expert speakers at industry conferences, including most recently, Small Community Air Service issues at the New York Aviation Management Association's fall 2025 conference, the Transportation Research Board's 2024 Conference in Washington, DC, and the Airport Council – International North American conference. The InterVISTAS team is continually engaged in industry events and conferences, including Routes Americas, Routes World, and TakeOff North America.

#### Changes to Small Community Air Service – Economic Context

January 9, 2024  
TRB Annual Meeting, Washington, D.C.

InterVISTAS

The proposed InterVISTAS team for ALB has experience in communities of similar size, airline network planning, fleet planning, marketing, and financial planning roles with major commercial airlines, focusing on both domestic and international markets. This gives us the ability to advise airport clients on issues for carriers of all types, as well as a variety of strategic planning and air service development initiatives. Our airline and airport work experience also allowed us to develop relationships with airline management teams to secure headquarters visits.

In sum, we speak airline.

### 5. Airline Launch Support & Capacity Strategy

InterVISTAS has significant experience building schedules, fleet plans, marketing and customer strategies for airline clients, and working with airports and their communities in building support for new or enhanced existing service. We have built incentive programs, including guarantees, operational waivers/credits, and marketing reimbursements (aligned to FAA standards) to attract and retain air service, including experience managing San Antonio International Airport's incentive program that deliver long-term, sustainable service, grounded in each airline's strategy.

### 6. Reporting, Metrics & Staff Support

The proposed project lead, Matthew Colbert, is personally dedicated to ALB's success and has a track record of supporting air service in Upstate, NY. Matt will be bolstered by over fifty InterVISTAS team members who are air service, airport, and economic development experts. Together, InterVISTAS can offer better responsiveness, deeper airline relationships, more detailed business cases, and data insights.

Depending on client needs, InterVISTAS uses innovative data utilization tools to provide insight to clients. To facilitate monitoring of industry capacity (changes to airline seats, flight frequencies, and destinations) and industry demand (changes to passenger air service demand and fares). The dashboards are powered by Tableau visualization software and are regularly updated (weekly for industry capacity, monthly for international demand/fare data, and quarterly for U.S. DOT domestic demand/fare data).

#### Sample "Always Live" Capacity and Competitor Airport Dashboard, available to ALB. ITH Example:

InterVISTAS can build ALB an intuitive, customized web-based Tableau dashboard, providing the airport and community insights into capacity, demand, and performance metrics, benchmarking its performance against competing regional airports such as Hartford/Bradley (BDL), New York's Airports (EWR, JFK, LGA), Syracuse (SYR) or other airports.



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

- A. Proposal Acknowledgment Form**
- B. Non-Collusion Affidavit**
- C. Offerer Disclosure of Prior Non-Responsibility Determinations**
- D. Obtained Proposal Affidavit**
- 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: InterVISTAS Consulting USA LLC

Signature of Authorized Person: 

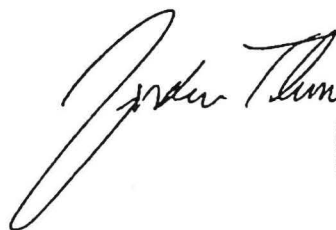
Title: Senior Vice President

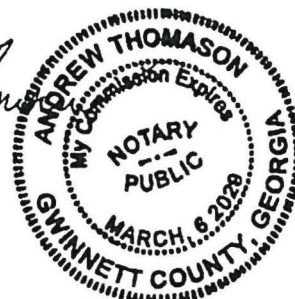
Business Address of Proposer: 1701 Rhode Island Ave NW, Washington, DC 20036

Business Phone Number: 202-688-2220

Date: 01 DEC 2025

Subscribed and sworn to before me this 2nd day of December, 2025.





**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 Georgia COUNTY OF Gwinnett

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Georgia on this day personally appeared Daniel Skwarek who after being by me duly sworn did depose and say: I, Daniel Skwarek am a duly authorized officer of/agent for InterVista 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 purpose of restricting competition.

Name and Address of Proponent: InterVISTAS Consulting USA LLC

1701 Rhode Island Ave NW, Washington, DC 20036

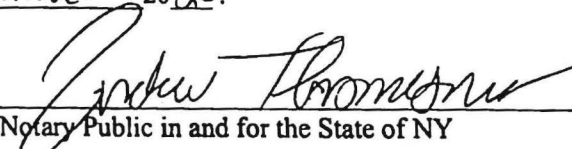
Telephone and Fax Numbers: 202-688-2220

By: 

Signature

Name & Title Daniel K Skwarek, Senior Vice President

SUBSCRIBED AND SWORN to before me by the above-named on this  
2nd day of December 2025.

  
Notary Public in and for the State of NY



**Exhibit D: Proposal C**

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

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

InterVISTAS Consulting USA LLC

Address: 1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036

Name and Title of Person Submitting this Form: Daniel Skwarek, Senior Vice President

Contract Procurement Number: +1-202-688-2229

Date: 2025-11-26

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

☒ No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

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

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

☒ No

Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

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

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By:   
Signature

Date: 02 DECEMBER 2025

Name: Daniel Skwarek

Title: Senior Vice President

**Exhibit D: Proposal D**

**OBTAINED REQUEST FOR BID AFFIDAVIT**

I, being an authorized representative of the named organization / company, certify that I obtained the request for bid documents from the Albany County Airport Authority Purchasing Office. I understand that no bid shall be considered unless the organization making this bid has first obtained a copy of this Request for Bid from the Albany County Airport Authority Purchasing Office.

[Signature]  
Signature Agent

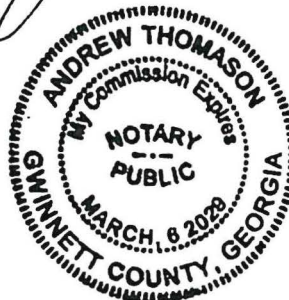
Print or Type Name: Daniel K Skwarek, Senior Vice President, InterVISTAS Consulting USA LLC

Address 1701 Rhode Island Ave NW, Washington, DC 20036

Phone: 202-688-2220

SUBSCRIBED AND SWORN to before me by the above named on this 2nd  
day of December, 2025.

[Signature]  
Notary Public in and for  
State of New York





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
11/25/2025

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

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

<b>PRODUCER</b> Aon Risk Services Central, Inc. Minneapolis MN Office 5600 West 83rd Street 8200 Tower, Suite 1100 Minneapolis MN 55437 USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C. No. Ext):</b> (866) 283-7122	<b>FAX (A/C. No.):</b> (800) 363-0105
<b>INSURED</b> InterVISTAS Consulting USA LLC 1701 Rhode Island NW, Floor 3-117 Washington DC 20036 USA	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC #</b>	
	<b>INSURER A:</b> Sentinel Insurance Company, Ltd	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

Holder Identifier :

**COVERAGES** **CERTIFICATE NUMBER:** 570116842151 **REVISION NUMBER:**

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			41 SBA AF1857	03/01/2025	03/01/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 H. & N.O. Auto \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY ( Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT

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

RE: Contract: ALB-SC-1236 RFP. The Authority and the county are included as Additional Insured in accordance with the policy provisions of the General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Albany International Airport 737 Albany Shaker Road Albany NY 12211-1057 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Central Inc.</i>

Certificate No : 570116842151

Exhibit D: Proposal F-1

CORPORATION STATEMENT

IF A CORPORATION, answer the following:

1. When incorporated?

July 22, 1999

2. Where incorporated?

Delaware

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

☒ 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:

\_\_\_\_\_

- ☒ 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	%
Solomon Wong	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	CEO	
Peter Mandle	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	Executive Vice President	
Mark Taylor	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	Senior VP, Secretary and Treasurer	

Gavin Duncan	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	President
Daniel Skwarek	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	Senior Vice President
Marcus Lam	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	Vice President
Yi-Chun Lee	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	Designated Architect

Director's Name	Address	Principal Business Affiliation Other Than Proposer's Directorship
Yi-Chun Lee	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	
Gavin Duncan	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	
Mark Taylor	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	
Daniel Skwarek	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	

Principal Shareholders	Address	Percentage Ownership
InterVISTAS Consulting USA LLC	1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036	100%

**NEW YORK STATE DEPARTMENT OF STATE**  
**DIVISION OF CORPORATIONS, STATE RECORDS AND UNIFORM COMMERCIAL CODE**  
**FILING RECEIPT**

**ENTITY NAME :** INTERVISTAS CONSULTING USA LLC  
**DOCUMENT TYPE :** APPLICATION OF AUTHORITY  
**ENTITY TYPE :** FOREIGN LIMITED LIABILITY COMPANY

**DOS ID :** 7308144  
**FILE DATE :** 04/17/2024  
**FILE NUMBER :** 240418003209  
**TRANSACTION NUMBER :** 202404170001873-3155879  
**EXISTENCE DATE :** 04/17/2024  
**DURATION/DISSOLUTION :** PERPETUAL  
**COUNTY :** ERIE



**SERVICE OF PROCESS ADDRESS :** C/O C T CORPORATION SYSTEM  
28 LIBERTY STREET,  
NEW YORK, NY, 10005, USA

**ELECTRONIC SERVICE OF PROCESS**  
**EMAIL ADDRESS :** N/A

**REGISTERED AGENT :** C T CORPORATION SYSTEM  
28 LIBERTY STREET,  
NEW YORK, NY, 10005, USA

**FILER :** SOLOMON WONG  
1701 RHODE ISLAND AVENUE NW, , FLOOR 3-117  
WASHINGTON, DC, 20036, USA

**SERVICE COMPANY :** C T CORPORATION SYSTEM  
**SERVICE COMPANY ACCOUNT :** 07  
**CUSTOMER REFERENCE :** 15499287LP

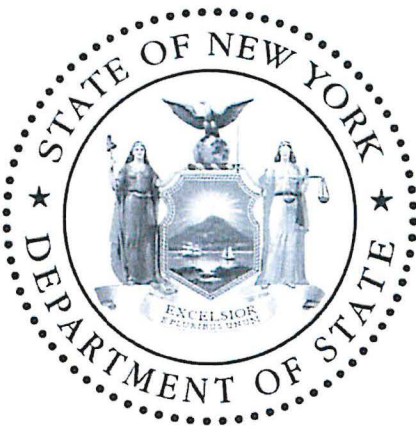
*You may verify this document online at :* <http://ecorp.dos.ny.gov>  
**AUTHENTICATION NUMBER :** 100005576012

<b>TOTAL FEES:</b>	<b>\$285.00</b>	<b>TOTAL PAYMENTS RECEIVED:</b>	<b>\$285.00</b>
<b>FILING FEE:</b>	<b>\$250.00</b>	<b>CASH:</b>	<b>\$0.00</b>
<b>CERTIFICATE OF STATUS:</b>	<b>\$0.00</b>	<b>CHECK/MONEY ORDER:</b>	<b>\$0.00</b>
<b>CERTIFIED COPY:</b>	<b>\$10.00</b>	<b>CREDIT CARD:</b>	<b>\$0.00</b>
<b>COPY REQUEST:</b>	<b>\$0.00</b>	<b>DRAWDOWN ACCOUNT:</b>	<b>\$285.00</b>
<b>EXPEDITED HANDLING:</b>	<b>\$25.00</b>	<b>REFUND DUE:</b>	<b>\$0.00</b>

**STATE OF NEW YORK  
DEPARTMENT OF STATE**

I hereby certify that the annexed copy for INTERVISTAS CONSULTING USA LLC, File Number 240418003209 has been compared with the original document in the custody of the Secretary of State and that the same is true copy of said original.

WITNESS my hand and official seal of the  
Department of State, at the City of Albany,  
on April 18, 2024.



*Brendan C. Hughes*

Brendan C. Hughes  
Executive Deputy Secretary of State

## APPLICATION FOR AUTHORITY

OF

INTERVISTAS CONSULTING USA LLCUnder Section 802 of the Limited Liability Company Law

FIRST: The name of the limited liability company is: \_\_\_\_\_

INTERVISTAS CONSULTING USA LLC

If the name does not contain a required word or abbreviation pursuant to Section 204 of the Limited Liability Company Law, the following word or abbreviation is added to the name for use in this state:

\_\_\_\_\_

If the name of the limited liability company is unavailable, the fictitious name under which it will do business in New York is:

\_\_\_\_\_

SECOND: The jurisdiction of organization of the limited liability company is:  
DELAWAREThe date of its organization is: 07/23/1999THIRD: The county within this state in which the office, or if more than one office, the principal office of the limited liability company is to be located is:  
ERIE

FOURTH: The secretary of state is designated as agent of the limited liability company upon whom process against it may be served. The post office address within this state to which the secretary of state shall mail a copy of any process against him or her is:

c/o C T Corporation System, 28 Liberty Street, New York, New York 10005.

FIFTH: The name and street address within this state of the registered agent of the limited liability company upon whom and at which process against the limited liability company can be served is:

C T Corporation System, 28 Liberty Street, New York, New York 10005.

SIXTH: The address of the office required to be maintained in the jurisdiction of formation by the laws of that jurisdiction or, if not so required, the address of the principal office of the limited liability company is:

1209 Orange Street, Wilmington, DE 19801

SEVENTH: The limited liability company is in existence in its jurisdiction of formation at the time of the filing of this application.

EIGHTH: ( Complete the applicable statement )



The name and address of the authorized officer in the jurisdiction of formation where a copy of the articles of organization of the limited liability company is filed is (e.g. Secretary of State):

Delaware Secretary of State, Division of Corporations, John G. Townsend Building,

401 Federal Street, Suite 4, Dover, DE 19901



No public filing of the limited liability company's articles of organization is required by the laws of the jurisdiction of formation. The limited liability company shall provide, upon request, a copy thereof with all amendments thereof. The name and post office address of the person responsible for providing such copies is:

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

DocuSigned by:

Solomon Wong

187758022070451

Name and Capacity of Signer

Solomon Wong, Authorized Person

# Delaware

The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF  
DELAWARE, DO HEREBY CERTIFY "INTERVISTAS CONSULTING USA LLC" IS  
DULY FORMED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD  
STANDING AND HAS A LEGAL EXISTENCE SO FAR AS THE RECORDS OF THIS  
OFFICE SHOW, AS OF THE SEVENTEENTH DAY OF APRIL, A.D. 2024.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL TAXES HAVE BEEN  
PAID TO DATE.



3062192 8300

SR# 20241482466

You may verify this certificate online at [corp.delaware.gov/authver.shtml](http://corp.delaware.gov/authver.shtml)

A handwritten signature of Jeffrey W. Bullock in black ink, written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Jeffrey W. Bullock, Secretary of State

Authentication: 203267858

Date: 04-17-24

Filed with the NYS Department of State on 04/17/2024  
Filing Number: 240418003209 DOS ID: 7308144

**Exhibit D: Proposal G****WORK FORCE COMPOSITION**

InterVISTAS Consulting USA LLC

1-202-688-2220

**Name of Firm****Phone Number**

1701 Rhode Island Ave NW, Flr 3-117, Washington, DC 20036

**Address****City****State****Zip Code****Name & Title of Authorized Executive**

<b>Full Time Employees</b>	<b>Total # of Employees</b>	<b>White</b>	<b>American Indian</b>	<b>Black</b>	<b>Hispanic</b>	<b>Other (*)</b>
	Male / Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager	5					
Professional	48					
Technical						
Sales Workers						
Office Workers						
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal Temporary						
Part Time						
<b>TOTAL</b>						

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

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

\_\_\_\_\_

CT07|

---

Application for Authority

of

INTERVISTAS CONSULTING USA LLC

\_\_\_\_\_  
(Entity Name)

Under Section 802 of the Limited Liability Company Law

---

Filed by:

Solomon Wong

\_\_\_\_\_  
(Name)

1701 Rhode Island Avenue NW, Floor 3-117

\_\_\_\_\_  
(Mailing address)

Washington, DC 20036

\_\_\_\_\_  
(City, State and ZIP code)

DRAWDOWN

CST REF:|

15499287LP

**Exhibit D: Proposal H**

**REFERENCES**

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

1.    **Company Name:**    Niagara Frontier Transportation Authority  
  
      **Address:**           181 Ellicott Street, Buffalo, NY 14203  
                              Street/P.O. Box           City           State           Zip Code  
  
      **Contact Person:** Pascal Cohen           **Title:** Senior Manager, Aviation Marketing & Business Development  
  
      **Phone:** 716-630-6032           **Fax:** N/A
  
2.    **Company Name:**    The Greater Baton Rouge Airport District  
  
      **Address:**           9430 Jackie Cochran Dr, Baton Rouge, LA 70807  
                              Street/P.O. Box           City           State           Zip Code  
  
      **Contact Person:** Louis Hubbard II           **Title:** Assistant Director of Aviation  
  
      **Phone:** 225-355-0333           **Fax:** N/A
  
3.    **Company Name:**    Rhode Island Airport Corporation  
  
      **Address:**           2000 Post Road, Warwick, RI 02886  
                              Street/P.O. Box           City           State           Zip Code  
  
      **Contact Person:** Markus Berger           **Title:** Assistant Vice President, Air Service Development  
  
      **Phone:** 401-691-2305           **Fax:** 401-591-2560

## EXHIBIT D: Proposal I

### PROPOSAL SUBMITTAL FORM

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

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

☒ YES

☐ NO

### PRICING/COST:

*Hourly Consultant Rate:* Project Manager: \$252 / Analyst: \$89. All others, see Pricing on page 8 of the RFP Response.

Travel Expenses, if applicable (please list and describe all fees):

Travel costs to ALB will be very low (Estimated at under \$400/trip) if no overnight in ALB is required as the proposed project manager lives in New York City and can day trip to ALB via rental car. Conference travel costs will depend on the conference. InterVISTAS will work with ALB to set a budget prior to spend. As InterVISTAS works with 10+ airports of similar size to ALB, conference costs will be shared by client-airports as each contract permits.

Additional Expenses, if applicable (please give explanation):

See leakage study cost (if leakage study required)

Name of Contact Person: Matthew Colbert

Phone Number(s): 607-227-3192

Email: Matthew.Colbert@Intervistas.com

*\*\*Additional Pages may be added if necessary*

### CONTACT INFORMATION

## **AGENDA ITEM NO. 11**

### **Authorization of Change Orders**

## **AGENDA ITEM NO. 11.1**

**Construction Contract: Authorization of Change Order No.  
10 for Construction Contract 1127-GC for Concourse A  
Rehabilitation to AOW Construction LLC.**

AGENDA ITEM NO: 11.1  
MEETING DATE: January 12, 2026

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
01/12/2026

DEPARTMENT: *Planning and Engineering*

Contact Person: *Matthew J. Mokey, P.E., Engineer*

PURPOSE OF REQUEST:

Construction Contract: *Authorization of Change Order No. 10 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 ACAA Approved 02/10/2025
Change Order #2:	\$122,480.00 ACAA Approved 03/24/2025
Change Order #3:	\$78,708.00 ACAA Approved 05/12/2025
Change Order #4:	\$55,205.00 ACAA Approved 06/09/2025
Change Order #5:	\$293,015.00 ACAA Approved 07/14/2025
Change Order #6:	\$53,371.00 ACAA Approved 08/18/2025
Change Order #7:	\$143,963.00 ACAA Approved 09/15/2025
Change Order #8:	\$168,936.00 ACAA Approved 10/20/2025
Change Order #9:	\$93,104.00 ACAA Approved 12/15/2025
Change Order #10:	\$60,270.00 *
Total:	\$13,883,628.00 ((Includes total change orders to date of \$1,149,841.00))

\*Pending approval at this meeting.

BUDGET INFORMATION:

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

AWARD CONDITIONS MET:

Apprenticeship ✓ DBE ✓ MWBE N/A  
Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal <u>85%</u>	State <u>N/A</u>	Airport <u>15%</u>
Term of Funding: <u>2024-2026</u>		
Grant No.: <u>N/A</u>	STATE PIN: <u>N/A</u>	

AGENDA ITEM NO: 11.1  
MEETING DATE: January 12, 2026

**JUSTIFICATION:**

*Request to approve Change Order #10 for Contract # 1127-GC Concourse A Rehabilitation to qualified low bidder AOW Construction LLC. of Albany, NY for \$60,270.00. This change order work includes additional spray-applied fireproofing on existing steel in Phase 3 to satisfy standards. Work also includes construction of a new fire-rated shaft enclosure of an undocumented ventilation shaft. During the removal of an existing column, it was discovered to be the existing venational shaft for AHU-3 which was not shown on As-Built drawings. Additional work includes the installation of an isolation valve for the existing sprinkler piping to the CNBC Store.*

**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 Contract 1127-GC Change Order #10 backup.*



**AIA®**

# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT: (name and address)**

Albany County Airport Authority  
Terminal A  
737 Albany Shaker Road  
Albany, NY 12211

**OWNER: (name and address)**

Albany County Airport Authority  
737 Albany Shaker Road  
Albany, NY 12211

**CONTRACTOR: (name and address)**

AOW Construction, LLC  
30 Essex Street  
Albany, NY 12206

**CONTRACT INFORMATION:**

Contract For: General Construction  
[1127-GC]  
Date: 06-10-2024

**CHANGE ORDER INFORMATION:**

Change Order Number: 010  
Date: 01-06-2026

**ARCHITECT: (name and address)**

Fennick McCredie Architecture, LTD  
70 Franklin Street  
Boston, MA 02110

**CONSTRUCTION MANAGER: (name and address)**

Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

01. PCO-039c RFI-065 Phase 3 Spray on Fireproofing [Add \$25,804.00]
02. PCO-122 Unforeseen Ductwork Enclosure at Ventilation Shaft [Add \$26,739.00]
03. PCO-125 RFI-194 Existing Piping Conflict with Ductwork in Phase 3 Above ADK Lounge [Add \$2,167.00]
04. PCO-127 RFI-196 Lack of Isolation for Existing Sprinklers Piping [Add \$5,560.00]

The original Contract Sum was	\$	12,733,787.00
Net change by previously authorized Change Orders	\$	1,089,571.00
The Contract Sum prior to this Change Order was	\$	13,823,358.00
The Contract Sum will be increased by this Change Order in the amount of	\$	60,270.00
The new Contract Sum including this Change Order will be	\$	13,883,628.00

The Contract time will be unchanged by (0) days.

The Contractor's Work shall be substantially complete on 08-26-2026.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

**ARCHITECT (Signature)**

BY: Joe Sirkovich, Project Manager, Fennick McCredie Architecture, LTD.

*(Printed name, title, and license number if required)*

Date

**CONSTRUCTION MANAGER (Signature)**

BY: Robert Wagner, Sr. Project Manager, Turner Construction Company

*(Printed name and title)*

Date

**PCO-039c**



30 Essex Street  
Albany, NY 12206  
Ph : (518)482-3400

## Change Request

To: Robert Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

Number: COR 039C  
Date: 12/15/25  
Job: 24-00048 AIA Concourse A Rehab

Reason: Owner Request

We are pleased to offer the following specifications and pricing to make the following changes:

### Detailed Description

COR-039c - PCO-039c RFI-065 Spray on Fire Proofing - Phase 3 - This change order covers the spray-applied fireproofing of existing steel as required by RFI-065. In Phase 3, coverage was required at steel connecting members over the windows along the western wall, as well as at the I-beams supporting the mechanical room. AOW coordinated security escorts and facilitated the movement of equipment, materials, and lifts. West Winds provided labor and materials for the installation of new fireproofing and patching of existing fireproofing.

### Pricing Summary

AOW Labor		\$ 4,872.00
West Winds		\$ 19,200.00
Subtotal:		\$ 24,072.00
Bond	0.50%	\$ 128.00
OH&P on AOW Work	15.00%	\$ 731.00
OH&P on Sub Work	5.00%	\$ 873.00
Total:		\$ 25,804.00

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 Burgayoli  
Date: 12/15/2025

Approved by ARCHITECT:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OWNER:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

DS  
PA

30 Essex Street  
Albany, NY 12206  
T 518-482-3400  
F 518-482-3444

## AOW Material

## AOW Tool Rentals

<b>AOW Subtotal:</b>	<b>\$ 4,872.00</b>
----------------------	--------------------

<b>Subcontractor</b>	<b>10%</b>	
<b>Costs</b>	<b>Mark-up</b>	
\$ 17,454.55	\$ 1,745.45	\$ 19,200.00

<b>Subcontractor Total:</b>	<b>\$ 17,454.55</b>	<b>\$ 1,745.45</b>	<b>\$ 19,200.00</b>
-----------------------------	---------------------	--------------------	---------------------

<b>Subtotal All Categories:</b>	<b>\$ 24,072.00</b>
---------------------------------	---------------------

15.0%	AOW OH&P on Self-Performed	\$	730.80
5.0%	AOW OH&P on Sub costs	\$	872.73
	<b>Subtotal:</b>	<b>\$</b>	<b>25,675.53</b>
0.5%	Bond	\$	128.38

<b>Grand Total:</b>	<b>\$ 25,803.90</b>
---------------------	---------------------

West Winds Contracting, Inc.

## Subcontractors

5/2/2025

1 of 2

P: 518-864-2039	<b>West Winds Contracting, Inc.</b>	Revision
F:	<b>9210 Mariaville Rd</b>	Date 11/24/2025
L.Paro.westwinds@gmail	<b>Pattersonville, NY 12137</b>	Prepared by - Luke

Project Name: Albany Airport Concourse A Fire Proofing

Project ID#: \_\_\_\_\_

Project Address: \_\_\_\_\_

Architect: n/a

Project Start Date: n/a

Project End Date: n/a

**Attention:**

Before commencing, all change order work shall be submitted to the Subcontractor, who will submit a Cost Proposal to the General Contractor for approval. Pending approval of the Cost Proposal by the General Contractor, change order work shall be performed after contract work hours or after completion of contract work. Upon completion, the change order work shall be invoiced on the Payment Application for that month of completion to be paid within 30 days of invoicing.

**Notes:** West Winds Contracting, Inc. will provide all necessary labor, materials, and equipment to clean, prepare, and apply new fireproofing coatings to existing and newly revealed structural steel located in the Concourse A window bay area, adjacent to the upper-level elevators at the airport facility. This work addresses conditions uncovered during demolition, exposing additional steel that requires fireproofing restoration and compliance upgrades.

**Scope includes:**

Surface cleaning and preparation of approximately 150 linear feet of newly revealed 24" H-shaped steel beams, with web thicknesses ranging from 3/8" to 5/8".

Application of alume primer and new fireproofing spray (e.g., Monokote or equivalent) to achieve a 2-hour fire-resistance rating in compliance with applicable New York State and airport standards.

Restoration of areas with existing decayed fireproofing for uniform, code-compliant coverage and adhesion.

Patch fireproofing in typical 50' x 50' work zones, averaging 15 patch points per area, with two technicians per patch area per day. included patching / COVERING all beams in yellow, the pink color fire caulking was not acceptable by the inspector, these need to be covered.

Beams in green require a 2 HR rating w/ metal lath

Magenta decking requires a 1 HR rating.

Inclusion of all required materials, labor, mobilization, and equipment to complete work efficiently and safely.

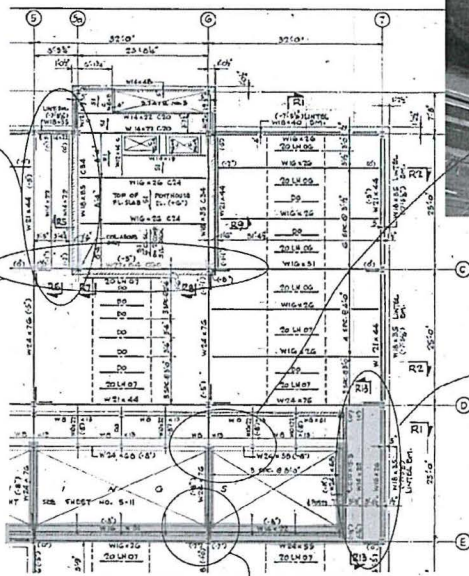
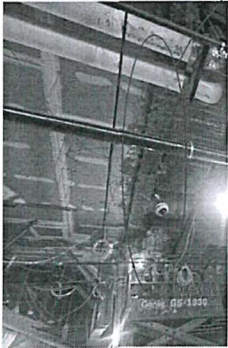
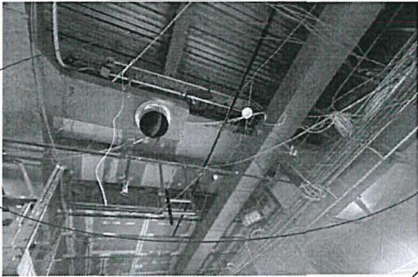
All work will ensure the exposed and modified structural steel meets current code for a 2-hour fire-resistance rating, in line with project and regulatory requirements within Concourse A.

**Steel Beam Rating- Albany Concourse- Rating Existing Steel**

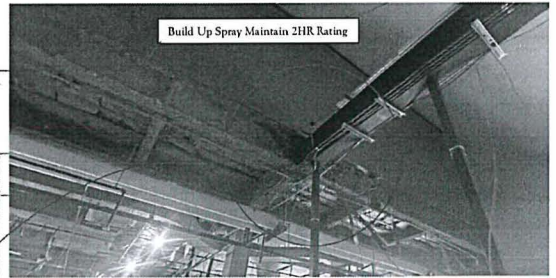
Beam Fire Proofing Application - Mobilization & Staging	\$	3,200.00
Labor To Prep & Apply Beam Fire Spray	\$	9,000.00
Equipment Useage Per 55 Bags	\$	500.00
Materials - Monocoat/Mesh	\$	6,500.00

Total	\$	19,200.00
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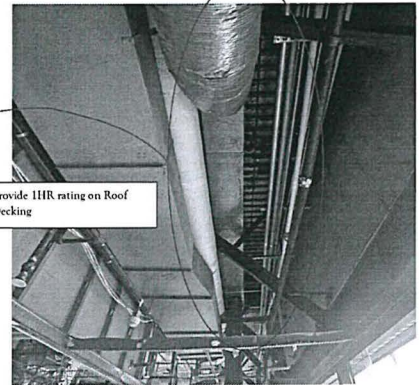
Remove Loose SOFP spray over  
/ patch maintain 2HR Rating



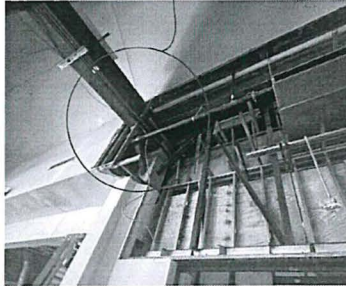
Build Up Spray Maintain 2HR Rating



Provide 1HR rating on Roof  
Decking



- Provide 2HR Fire Spray on Uncoated Steel Beams
- Patch / Provide 2HR SOFP on / over existing Steel Beams, Maintain Rating
- Provide 1HR Fire Spray on Steel Decking





TCCo New York North  
1 Computer Drive South  
Albany, New York 12205  
P: (518) 432-0277  
F: (518) 432-0279

Project: 230609 Albany Airport: Terminal A  
Expansion  
737 Albany Shaker Rd.  
Albany, New York 12211

RFI #065: Existing Steel Fire Rating

Status	Closed on 12/16/24		
To	Melissa Vaillancourt, AIA (Fennick McCredie Architecture) Ozlem Kizilkaya (Fennick McCredie Architecture) Joe Sirkovich (Fennick McCredie Architecture)	From	Brian McNeil (Turner Construction Company) 1 Computer Drive South Albany, New York 12203
Date Initiated	Dec 14, 2024	Due Date	Jan 3, 2025
Location	Phase 1: Gates A1 + A2>Level 2	Project Stage	Course of Construction
Cost Impact	Schedule Impact		
Spec Section	Cost Code		
Drawing Number	Reference		
Linked Drawings			
Received From	Zack Geddies (Albany County Building Department)		
Copies To	Patrick Andrews (AOW Construction), Bruce Boice (AOW Construction), Turner Bradford, PE (McFarland-Johnson Inc), Al Burgazoli (AOW Construction), Ozlem Kizilkaya (Fennick McCredie Architecture), Natram Lackraj (Turner Construction Company), John LaClair, PE (Albany County Airport Authority), Joe Sirkovich (Fennick McCredie Architecture), Melissa Vaillancourt, AIA (Fennick McCredie Architecture), Robert Wagner (Turner Construction Company)		

Activity

Question	<p>Question from Brian McNeil Turner Construction Company on Saturday, Dec 14, 2024 at 12:42 PM EST</p> <p>Attached photos show primary structural steel that needs to be provided with 2hr fire rating. Please provide a detail showing a UL 2hr fire rated assembly for this steel. BC602.2</p> <p>Attachments IMG_4418.jpg, IMG_4419.jpg</p>
Official Response	<p>Response from Joe Sirkovich Fennick McCredie Architecture on Monday, Dec 16, 2024 at 10:29 AM EST</p> <p>The existing 1979 drawings indicate spray fireproofing (2 hour fire resistant rating)) for the floor construction and secondary members. The drawings also indicate a 1 hour fire resistant construction for the roof construction and secondary members. This is consistent with type IB construction.</p> <p>The unprotected beams in the photo, which are considered part of the roof/skylight framing, were previously faced with ½" GWB which provided a 1 hour fire rating. Since the beams in the photos are still considered roof construction and secondary members, they require a minimum of 1 hour fire resistant rating. A 2 hour spray fire resistance application for these beams, as recommended by the BI, is also reasonable.</p> <ul style="list-style-type: none"><li>• Our recommendation is to provide a 2 hour spray fire resistance on the beams in the photo, to the thickness required by the manufacturer and per Spec. section 07 8100 APPLIED FIREPROOFING.</li></ul> <p>Joe Sirkovich</p>

## All Replies

Response from Joe Sirkovich Fennick McCredie Architecture on Monday, Dec 16, 2024 at 10:29 AM EST

The existing 1979 drawings indicate spray fireproofing (2 hour fire resistant rating)) for the floor construction and secondary members. The drawings also indicate a 1 hour fire resistant construction for the roof construction and secondary members. This is consistent with type IB construction.

The unprotected beams in the photo, which are considered part of the roof/skylight framing, were previously faced with ½" GWB which provided a 1 hour fire rating. Since the beams in the photos are still considered roof construction and secondary members, they require a minimum of 1 hour fire resistant rating. A 2 hour spray fire resistance application for these beams, as recommended by the BI, is also reasonable.

- Our recommendation is to provide a 2 hour spray fire resistance on the beams in the photo, to the thickness required by the manufacturer and per Spec. section 07 8100 APPLIED FIREPROOFING.

Joe Sirkovich



**Turner Construction Company**  
1 Computer Drive South  
Albany, New York 12205

December 23, 2024

Mr. Patrick Andrews  
AOW Construction  
Project Manager  
30 Essex Street  
Albany, NY 12206

RE: Albany County Airport Authority  
PCO-039a RFI-065 Spray on Fireproofing - Phase 1

Dear Mr. Andrews,

Please provide pricing for 2-hour spray on fireproofing of the existing steel located in Phase 1. Please refer to RFIU-065 and the attached document indicating the location of columns, beams and bracing requiring protection. Columns where the gypsum was removed for layout shall be sprayed at the contractors' expense. Please provide pricing by December 30<sup>th</sup>

Please feel free to contact me if you have any questions regarding this request.

Sincerely,

*Brian McNeil*

Brian McNeil  
Project Engineer  
Turner Construction Company

**PCO-122**



30 Essex Street  
Albany, NY 12206  
Ph : (518)482-3400

## Change Request

To: Robert Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

Number: COR 122  
Date: 12/24/25  
Job: 24-00048 AIA Concourse A Rehab

Reason: Owner Request

We are pleased to offer the following specifications and pricing to make the following changes:

### Detailed Description

COR-122 - PCO-122 - Ductwork Enclosure at Ventilation Shaft - this change order covers the construction of a new fire-rated shaft enclosure required due to the discovery of an undocumented ventilation shaft. Work includes framing and constructing a code-compliant fire-rated shaft wall, sealing the shaft as required, and furnishing and installing millwork paneling to fully case and finish the enclosure.

### Pricing Summary

AOW Labor		\$ 7,133.00
AOW Materials		\$ 1,499.00
AOW Materials		\$ 268.00
Ridge Cabinet		\$ 11,460.00
Eckert		\$ 3,053.00
Subtotal:		\$ 23,413.00
Bond	0.50%	\$ 133.00
OH&P on AOW Work	15.00%	\$ 3,054.00
OH&P on Sub Work	5.00%	\$ 139.00
Total:		\$ 26,739.00

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.:

Signed by:  
Approved: Al Bungayoli  
Date: 12/28/2025

Approved by ARCHITECT:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OWNER:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

DS  
pd



**24-0048 Albany Airport Concourse A Rehab**  
**COR-122 - PCO-122 - Ductwork Enclosure at Ventilation Shaft**

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)	1		\$ 90.00	\$ 135.00	\$ 90.00
AOW Labor (Carpenter)	78		\$ 88.00	\$ 129.00	\$ 6,869.20
AOW Labor (Laborer Foreman)			\$ 90.00	\$ 135.00	\$ -
AOW Labor (Laborer)	2		\$ 87.00	\$ 129.00	\$ 174.00
<b>AOW Labor Total:</b>					<b>\$ 7,133.20</b>

<u>AOW Material</u>	Quantity	Units	\$/Unit	Cost/Item	
See Estimate Backup Sheet	1	LS	\$ 1,498.86	\$ 1,498.86	\$ 1,498.86
Ridge Millwork Wall Panels	1	LS	\$ 11,460.00	\$ 11,460.00	\$ 11,460.00
			\$ -	\$ -	\$ -
<b>AOW Material Total:</b>					<b>\$ 12,958.86</b>

<u>AOW Tool Rentals</u>	Quantity	Units	\$/Unit	Cost/Item	
19'-0" Scissor Lift	1	WK	\$ 268.00	\$ 268.00	\$ 268.00
			\$ -	\$ -	\$ -
<b>AOW Tool Rental Total:</b>					<b>\$ 268.00</b>

**AOW Subtotal: \$ 20,360.06**

<u>Subcontractors</u>	Subcontractor	10% Mark-up	
Eckert Mechanical	\$ 2,775.45	\$ 277.55	\$ 3,053.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Subcontractor Total:</b>		<b>\$ 2,775.45</b>	<b>\$ 3,053.00</b>

**Subtotal All Categories: \$ 23,413.06**

15.0%	AOW OH&P on Self-Performed	\$ 3,054.01
5.0%	AOW OH&P on Sub costs	\$ 138.77
	<b>Subtotal:</b>	<b>\$ 26,605.84</b>

0.5%	Bond	\$ 133.03
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**Grand Total: \$ 26,738.87**



A·O·W CONSTRUCTION

SHEET# of

Building: ACAR CONCRETE - A

Architects: FMA

Estimate Number: 24-00048

Estimator: P. ANDREWS

Date: 12/10/25

ASI-039

Description of Work	Total Estimated Quantity	Unit Price M <sup>2</sup> /L	Total Estimated Material Cost	Unit Price Labor	Total Estimated Labor Cost
CONSTRUCT 4 <sup>0</sup> x4 <sup>0</sup> SHAFT @ EXISTING DUCTWORK					
3 <sup>5</sup> / <sub>8</sub> TRACK TO CONC.	16 <sup>LF</sup>	1 <sup>04</sup>	16 64	4 <sup>-</sup>	64 -
3 <sup>5</sup> / <sub>8</sub> CH STUDS 10x18 <sup>2</sup>	180 <sup>LF</sup>	1 <sup>01</sup>	300 60	4 <sup>-</sup>	720 -
3 <sup>5</sup> / <sub>8</sub> DEFLECTION TRACK TO STL	16 <sup>LF</sup>	1 <sup>53</sup>	24 48	6 <sup>-</sup>	96 -
1" SHAFT LINER 4x18x4 <sup>0</sup> =	288 <sup>#</sup>	1 <sup>85</sup>	532 80	4 <sup>88</sup>	1 405 44
MINERAL WOOL PLUG FITTERS	10 <sup>#</sup>	3 <sup>-</sup>	30 -	10 <sup>-</sup>	100 -
FIRE CAULKING	4 <sup>TUBES</sup>	10 <sup>81</sup>	43 24	10 <sup>-</sup>	40 -
FIRE TAPE	120 <sup>LF</sup>	.17	20 40	.75	90 -
5/8" GWP	288 <sup>#</sup>	.59	169 92	2 <sup>-</sup>	576 -
PATCH FIRE RATED LIO					
3 <sup>5</sup> / <sub>8</sub> TRACK	40 <sup>LF</sup>	1 <sup>53</sup>	61 20	1 <sup>52</sup>	60 -
5/8" GWP	60 <sup>#</sup>	.59	35 40	2 <sup>-</sup>	120 -
FIRE TAPE	80 <sup>LF</sup>	.17	13 60	.75	60 -
INSTALL WALL PANELS / FINISH					
ALUM. DIVIDER / CARRIER STRIP	120 <sup>LF</sup>	11,460	11 460 -	8 <sup>80</sup>	1 056 -
SET PANELS	192 <sup>#</sup>	-	w/ ABOVE	12 <sup>83</sup>	2 463 36
6" SS BRACE	16 <sup>LF</sup>	6 <sup>60</sup>	105 60	4 <sup>40</sup>	70 40
BLACK PAINT	1 <sup>GAL</sup>	51 <sup>98</sup>	51 98	132	132 -
WALL PROTECTION					
PROTECT / CLEAN PANELS	192 <sup>#</sup>	.25	48 -	.50	96 -
MISC.					
LAYOUT	-	-	-	-	-
DUMPSTERS	-	-	-	-	-
BITS / BLADES	LS	15	15 -	-	-
FASTENERS	LS	30	30 -	-	-
UNLOADS	LS	-	-	44 <sup>-</sup>	44 -
			12 958 80		7 133 20
					12 958 80
					20 092 05

**\*\*Change Order Form\*\***

**Ridge Cabinet and Showcase**

1545 Mt Read Blvd.  
Rochester, NY 14606  
ph. (585) 663-0560  
fx (585) 663-1445  
(866) 991-3175  
e-mail [Karl@ridgecabinets.com](mailto:Karl@ridgecabinets.com)  
[OfficeAdmin@ridgecabinets.com](mailto:OfficeAdmin@ridgecabinets.com)



Change Order Request Date: 12/12/2025  
Change Order Accept Date: 1/0/1900  
CO Requestor: Patrick Andrews  
Change Order #: 6

24206 Albany Airport

If accepted, please return this page along with Change Order Approval to [Karl@ridgecabinets.com](mailto:Karl@ridgecabinets.com),  
[aparker@ridgecabinets.com](mailto:aparker@ridgecabinets.com) and Office Admin: [OfficeAdmin@ridgecabinets.com](mailto:OfficeAdmin@ridgecabinets.com)

CO Description: Add for 168 SqFt Phenolic Paneling w/Monarch Reveals for Column at Duct Chase (Stainless Base by Others)

Impact Description: 0

Internal Information

Departments Notified: Finance Engineering Manufacturing Purchasing  
(Mark box with an "x") 0 0 0 0

Add( + )\$; Deduct(-)\$	\$11,460

Ridge Cabinet & Showcase, Inc.'s estimate is based on the best interpretation of this project, (architectural drawings, sketches or plan) requirements as they conform to our standard process/manufacturing/  
construction techniques. Lead time & due date is based on current production schedules commencing at the time of order. Delivery dates to be determined at time of returned approved submittals.  
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Tax Exemption forms must be submitted to be tax exempt.

Accepted: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Accepted: Ridge Cabinet & Showcase, Inc By: \_\_\_\_\_ Date: \_\_\_\_\_

Corporate Offices  
1062 Central Avenue  
Albany, NY 12205



Phone: (518)459-4116  
Fax: (518)459-1208

## Quote Overview

<b>To:</b> <u>AOW Construction, LLC</u> <u>30 Essex Street</u> <u>Albany, NY 12206</u>	<b>Job:</b> <u>ACAA Concourse A Rehabilitation</u> <b>Job #</b> <u>720</u> <b>Our Change #:</b> <u>720-010</u> <b>Owner Id:</b> <u>Albany County Airport Authority</u> <b>Date:</b> <u>12/1/2025</u>
<b>Attention:</b> <u>Patrick Andrews, Project Manager</u>	

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**Description:** Eckert Mechanical, LLC proposes the following cost change for replacing the existing insulation on a section of 22" x 24" ductwork (as shown in provided pictures) with new 2" insulation.

**TOTAL ADD:      \$3,053.00**

**Exclusions:** Any work beyond what has been expressly indicated, general construction, off-hours or premium time, replacing ductwork, providing a scissor lift

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***Quote is Valid for 15 Days***

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- ☒ Time extension required: 1 calendar days.
- ☒ We will await your change order before proceeding
- ☐ This change has been verbally approved by: \_\_\_\_\_ and we will proceed with the understanding that your change order is immediately forthcoming

FROM: *Brian Martin*

Project Manager

Corporate Offices  
1062 Central Avenue  
Albany, NY 12205

Phone: (518)459-4116  
Fax: (518)459-1208

# ECKERT

MECHANICAL, LLC

## Quote Summary

JOB NAME: ACAA Concourse A Rehabilitation  
JOB #: 720  
DATE: 12/1/25  
QUOTE #: 720-010

### Material

\$ -

Sales Tax 0.00%

MATERIAL TOTAL \$ -

### Field Labor

Journeyman - Site Supervision 6.00 hours \$ 106.29

\$ 637.74

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

LABOR TOTAL \$ 637.74

### Travel Expenses

\$ -

\$ -

TRAVEL TOTAL \$ -

### Rentals

\$ -

RENTAL TOTAL \$ -

### Shop

Shop Labor (10%) \$ 59.83  
Shop Driver 0 \$ 59.83  
Layout Technician \$ 81.53

\$ -

\$ -

\$ -

SHOP TOTAL \$ -

### Equipment

\$ -

\$ -

EQUIPMENT TOTAL \$ -

### Miscellaneous Cost

Subcontractor - Insulator 1 \$ 2,150.00  
Subcontractor \$ -  
Safety \$ -  
PM Time 1 \$ 85.00

\$ 2,150.00

\$ -

\$ -

\$ 85.00

Misc. Total \$ 2,235.00

Subtotal \$ 2,872.74

Bond \$ -

5% Subs \$ 107.50

Subtotal \$ 2,980.24

10% Eckert \$ 72.27

Total \$ 3,052.51

## Change Order Request



Kim Industries, Inc.

1 Fairchild Sq., Ste 103  
Clifton Park, NY 12065

Date: 12/1/25

C.O.R # 3195 - 1003

**Submitted to:**

Eckert Mechanical  
49 Sicker Road  
Latham, NY 12110

**Project Name:** Albany Airport Concourse

**Project #:** 3195

We hereby propose to make the following changes:

Additional scope of work associated with 22 x 24 riser in Concourse A

**Change Order Price:** \$2,150.00

This proposal is valid for 30 days. No work shall be performed until a signed change order is received. Should conditions change or cost increase, we reserve the right to rescind and reprice.

We are requesting a time extension of 0 days in conjunction with this change.

### Approval

The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in original contract unless otherwise specified.

Authorized Representative: \_\_\_\_\_

Project Manager: Raymond J Levesque

Date of Acceptance: \_\_\_\_\_

Date Sent: 11/30/25



**Albany International Airport Concourse A Added duct  
riser  
KI # 3195**

Date	T&M Sheet #	ST Hours	OT Hours	DT Hours	Preimum Only
Estimate					
Mobilization		2			
Strip Duct		4			
Insulate Duct		8			
Demobilize		2			
Total		16	0	0	0

Rate	\$81.37	\$104.88	\$127.75
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\$0.00

<b>TOTAL</b>	\$1,301.92	\$0.00	\$0.00	\$0.00	<b>\$1,301.92</b>
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<b>OH&amp;P15%</b>	<b>\$201.80</b>
--------------------	-----------------

Material	Quantity	Cost	Total	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
Total From Page 2			\$519.24	

<b>TOTAL</b>	<b>\$519.24</b>	<b>\$519.24</b>
--------------	-----------------	-----------------

<b>OH&amp;P15%</b>	<b>\$80.48</b>
--------------------	----------------

Equipment	Quantity	Cost	Total	
Parking	2	\$20.00	\$40.00	
	0	\$0.00	\$0.00	
			\$0.00	

<b>TOTAL</b>	<b>\$40.00</b>	<b>\$40.00</b>
--------------	----------------	----------------

<b>OH&amp;P15%</b>	<b>\$6.00</b>
--------------------	---------------

<b>Grand Total</b>	<b>\$2,149.44</b>
--------------------	-------------------

<b>Material</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>	
2" Duct Wrap	1	\$209.26	\$209.26	
4" FSK Tape	4	\$18.57	\$74.28	
2" Pins	1	\$97.20	\$97.20	
Staples	2	\$6.75	\$13.50	
Garbage Bags	1	\$125.00	\$125.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
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		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
		\$0.00	\$0.00	
Total Page 2			\$519.24	



GENERAL INSULATION/ALBANY BRANCH  
15 KAIRNES STREET  
ALBANY, NY 12205-5310  
Phone 518-489-9891  
Fax 518-453-0457

QUOTE TO:

SHIP TO:

KIM INDUSTRIES INC  
3 MORSE RD UNIT 2D  
OXFORD, CT 06478-1059

KIM INDUSTRIES INC.  
5 FAIRCHILD SQ  
SHIP TO SHOP  
CLIFTON PARK, NY 12065-1213



## Quotation

EXPIRATION DATE	QUOTE NUMBER
01/15/2026	S7163580
GENERAL INSULATION/ALBANY BRANCH 15 KAIRNES STREET ALBANY, NY 12205-5310 Phone 518-489-9891 Fax 518-453-0457	
PAGE NO.  1 of 1	

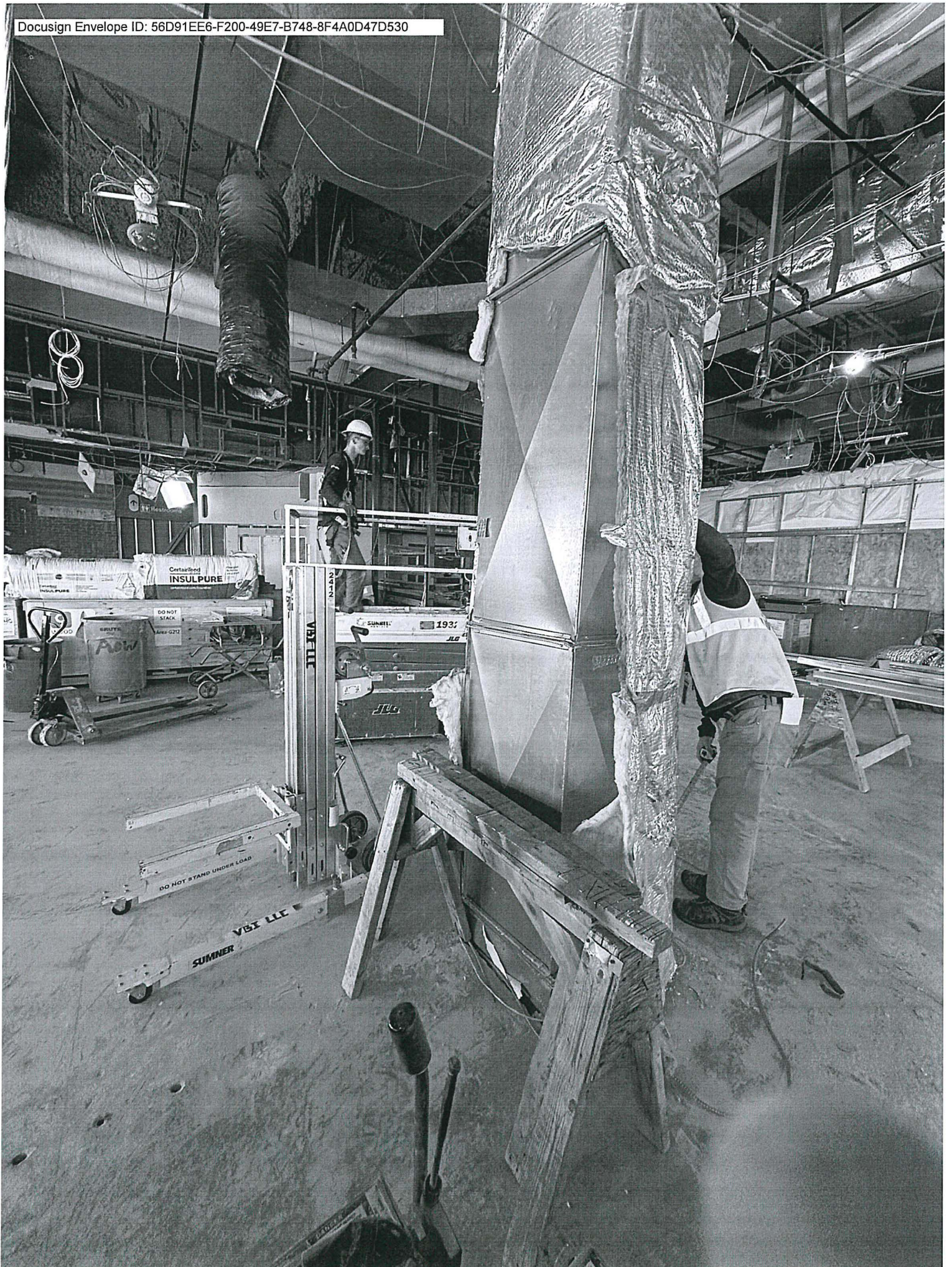
CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
25340	RFQ ALBANY AIRPORT	CONCOURSE A	Jim Sausville 9	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Cole Shickle 9	OT OUR TRUCK	2%60 Net 61	12/01/2025	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
1rl	MAN 2" 1# 48" X 75' BLKT FSK R6 (300SF/RL) #515767 Pn: 65814		209.259/rl	209.26
4RL	3M VENTURE 4" X 150' FSK 1525CW TAPE (12RL/BX) #7100043850 Pn: 845		18.570/RL	74.28
1000ea	2" INSULATED MINI CUP PIN *SOLD/PIN - PRICED/1000* Pn: 1015		97.200/ea	97.20
2BX	1/2" MARKWELL 2619 STAPLES QUAD-PACK (4X1250/BX) Pn: 70375		6.750/BX	13.50
1ea	CLEAR PLASTIC BAGS (LC59A02) Pn: 1075		125.000/ea	125.00

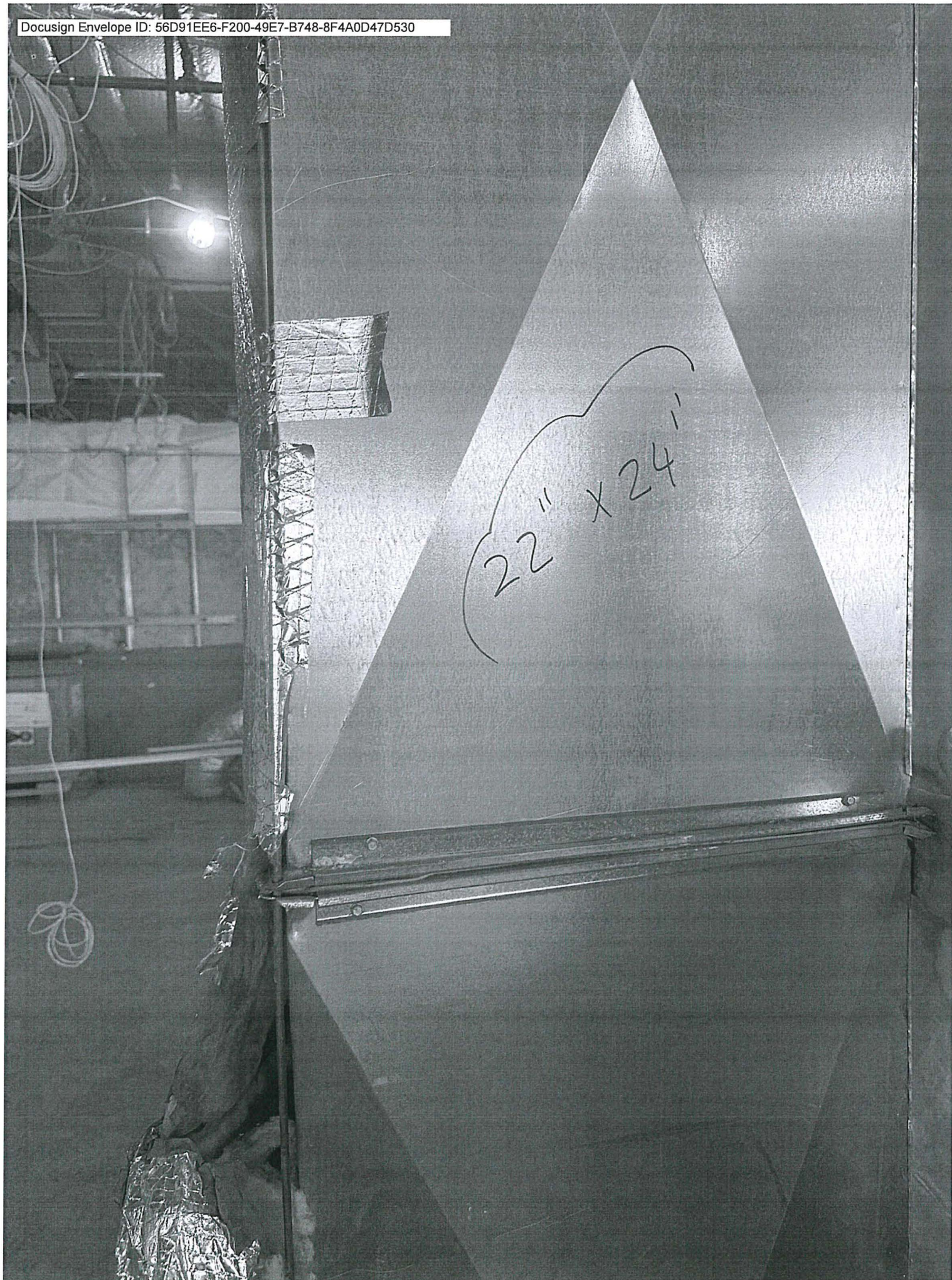
NOTE: If material is for an exempt Job please provide Exempt Certificate and Full address of Job or provide a Resale Certificate.

Descriptions, quantities and sized are not guaranteed. To avoid errors, plans and specifications should be verified. Special Materials are non-refundable. We are not responsible for delays by reason of strikes, accidents or causes beyond our control. No Claims for Labor or consequential damages will be allowed.

Subtotal	519.24
Freight	0.00
Handling	0.00
Sales Tax	36.36
Amount Due	555.60







BUILDING THE FUTURE - TOGETHER



Albany  
 Kamco Supply Corp of NE  
 36 Railroad Avenue  
 Albany NY 12205  
 518-729-1122  
 Fax: 518-453-9527

**QUOTE**

2512-184073

PAGE 1 OF 1

SOLD TO
OVER THE COUNTER SALE - ALBANY ALBANY NY 12205

JOB ADDRESS
OVER THE COUNTER SALE - ALBANY ALBANY NY 12205 518-729-1122

ACCOUNT	JOB
93000	0
CREATED ON	12/15/2025
EXPIRES ON	01/14/2026
BRANCH	AL
CUSTOMER PO#	
STATION	ALKM
CASHIER	ALKM
SALESPERSON	AL1
ORDER ENTRY	ALKM
MODIFIED BY	

We install Commercial Door &  
 Div 10 Specialties Packages.  
 Contact Kamco for a quote.

Item	Description	D	Quantity	U/M	Price	Per	Amount
58FC8	5/8" 4x8 F/C Gypsum Drywall		1	EA	0.5900	SQFT	18.88
1CB10MMR	1" 2x10 Mold Resistant Coreboard		1	EA	1.8500	SQFT	37.00
358TR20	3-5/8"x10' Track 20GA/EQ		1	EA	1.0400	LFT	10.40
358SLOT20L212	3-5/8"x10' SLOT Track 2-1/2"LEG 20GA		1	EA	1.5300	LFT	15.30
4CH12-20	4"x12' CH Stud 20GA		1	EA	1.6700	LFT	20.04
358X10-20	3-5/8"x10' Stud 20GA/EQ		1	EA	0.5200	LFT	5.20
+No refund or credit for non-stock material.				Subtotal		106.82	
				Sales Tax		8.55	
				<b>Total</b>		<b>115.37</b>	

Buyer:

Signature



**Turner Construction Company**  
1 Computer Drive South  
Albany, New York 12205

December 15, 2025

Mr. Patrick Andrews  
AOW Construction  
Project Manager  
30 Essex Street  
Albany, NY 12206

RE: Albany County Airport Authority  
PCO-122 ASI-039 Unforeseen Ductwork Enclosure Additions

Dear Mr. Andrews,

Please provide pricing for ASI-039 Unforeseen Ductwork Enclosure Additions. Pricing to include but not limited to installation of shaft wall and exterior panels at unforeseen ductwork in Phase 3. Submit pricing on this item no later than next Monday, December 22, 2025.

Please feel free to contact me if you have any questions regarding this request.

Sincerely,

*Brian McNeil*

Brian McNeil  
Project Engineer  
Turner Construction Company

**PCO-125**



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 125  
**Date:** 12/24/25  
**Job:** 24-00048 AIA Concourse A Rehab

Reason: Owner Request

We are pleased to offer the following specifications and pricing to make the following changes:

### Detailed Description

PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3 - Eckert Mechanical, LLC proposes the following cost change for reworking the duct supply main to avoid existing pipes, as per PCO-125 (RFI-194).

### Pricing Summary

Eckert Mechanical		\$ 2,062.00
Subtotal:		\$ 2,062.00
Bond	0.50%	\$ 11.00
OH&P on Sub Work	5.00%	\$ 94.00
Total:		\$ 2,167.00

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 Burgazoli  
Date: 12/28/2025

Approved by ARCHITECT:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OWNER:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

DS  
pa



24-0048 Albany Airport Concourse A Rehab

COR-125 - PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3

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	
Eckert Mechanical	\$ 1,874.55	\$ 187.45	\$ 2,062.00	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
<b>Subcontractor Total:</b>		<b>\$ 1,874.55</b>	<b>\$ 187.45</b>	<b>\$ 2,062.00</b>

**Subtotal All Categories:** \$ 2,062.00

15.0%	AOW OH&P on Self-Performed	\$ -
5.0%	AOW OH&P on Sub costs	\$ 93.73
	<b>Subtotal:</b>	<b>\$ 2,155.73</b>
0.5%	Bond	\$ 10.78

**Grand Total:** \$ 2,166.51

Corporate Offices  
1062 Central Avenue  
Albany, NY 12205



Phone: (518)459-4116  
Fax: (518)459-1208

## Quote Overview

<b>To:</b> <u>AOW Construction, LLC</u> <u>30 Essex Street</u> <u>Albany, NY 12206</u>	<b>Job:</b> <u>ACAA Concourse A Rehabilitation</u> <b>Job #</b> <u>720</u> <b>Our Change #:</b> <u>720-012</u> <b>Owner Id:</b> <u>Albany County Airport Authority</u> <b>Date:</b> <u>12/22/2025</u>
<b>Attention:</b> <u>Patrick Andrews, Project Manager</u>	

---

**Description:** Eckert Mechanical, LLC proposes the following cost change for reworking the duct supply main to avoid existing pipes, as per PCO-125 (RFI-194).

**TOTAL ADD:      \$2,062.00**

**Exclusions:** *Any work beyond what has been expressly indicated, general construction, off-hours or premium time, providing a scissor lift*

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***Quote is Valid for 15 Days***

---

- ☒ Time extension required: 2 calendar days.
- ☒ We will await your change order before proceeding
- ☐ This change has been verbally approved by: \_\_\_\_\_ and we will proceed with the understanding that your change order is immediately forthcoming

FROM: Brian Martin

Project Manager

Total	\$	2,061.87
-------	----	----------

# VBI, LLC

1155 Princetown Rd. - Rotterdam, NY 12306

Ventilation - Heating - Air Conditioning - Sheet Metal Work

Phone: (518) 374 - 0394

Fax: (518) 688 - 1152

## Change Order Request

To: Eckert Mechanical

Date: 12/22/2025

Change #: 8

Attn: Brian Martin

Project Title: Albany Airport-

Concourse A Rehab

---

Scope: Fabricate and install additional fittings in the supply main to avoid the existing pipes. Pertaining to PCO-125

---

Breakdown:

Duct fittings - Material	\$	250.00
Shop labor ( 2 Men x 2hrs = 4hrs x \$94.93)	\$	379.72
Measure and install labor (2 Men x 3hrs = \$94.93)	\$	569.58
Misc materials	\$	100.00

Total	\$	1,299.30
P & O	\$	129.93
Total	\$	1,429.23

Total Request adder: \$ 1,429.23

Submitted By: Tim Venditti



**Turner Construction Company**  
1 Computer Drive South  
Albany, New York 12205

December 15, 2025

Mr. Patrick Andrews  
AOW Construction  
Project Manager  
30 Essex Street  
Albany, NY 12206

RE: Albany County Airport Authority  
PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3

Dear Mr. Andrews,

Please provide pricing for PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3. Pricing to include but not limited to reconfiguration of ductwork to avoid existing piping. Submit pricing on this item no later than next Monday, December 22, 2025.

Please feel free to contact me if you have any questions regarding this request.

Sincerely,

*Brian McNeil*

Brian McNeil  
Project Engineer  
Turner Construction Company



TCCo New York North  
1 Computer Drive South  
Albany, New York 12205  
P: (518) 432-0277  
F: (518) 432-0279

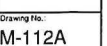
Project: 230609 Albany Airport: Terminal A  
Expansion  
737 Albany Shaker Rd.  
Albany, New York 12211

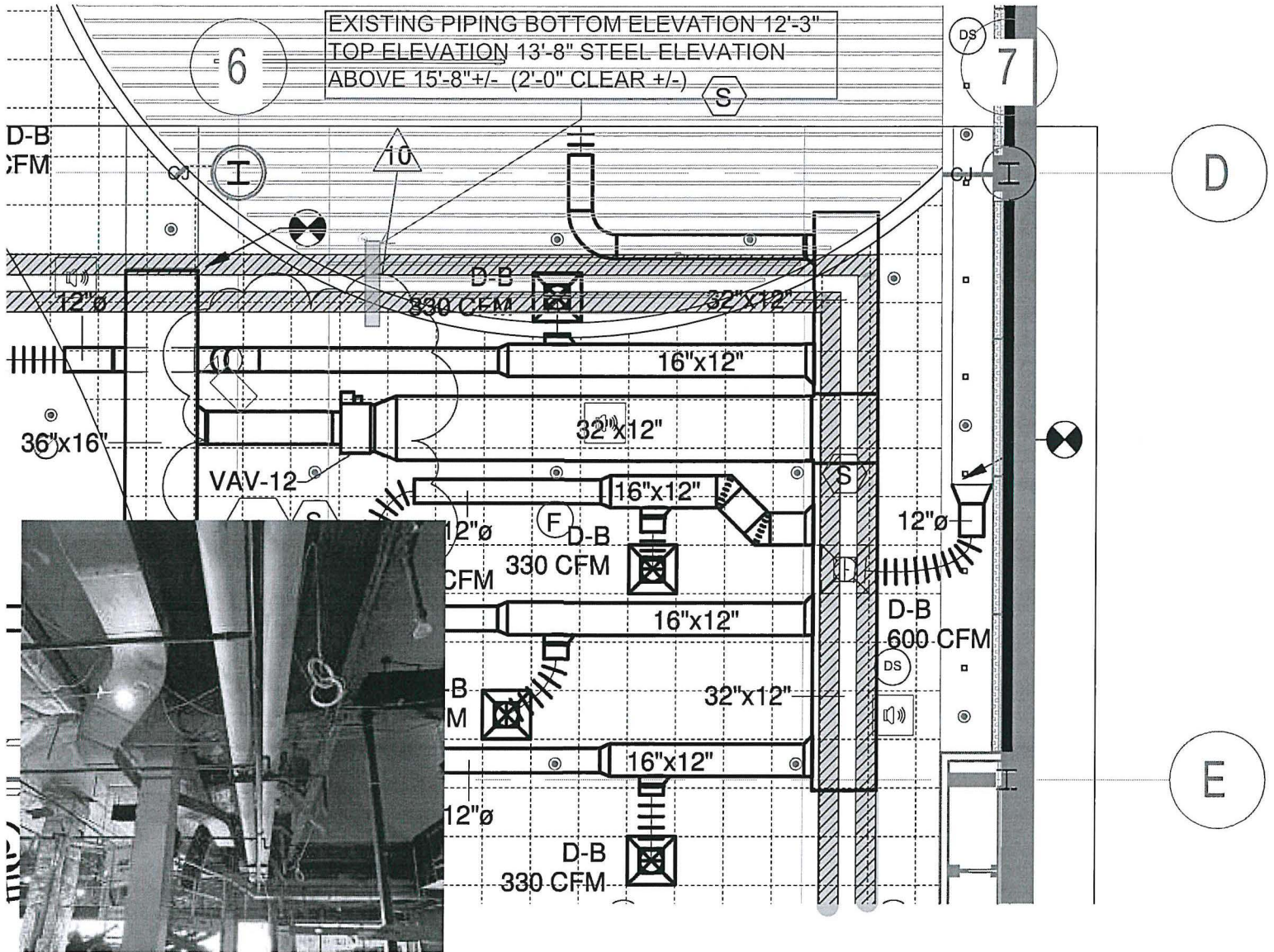
RFI #194: Existing Piping in Conflict with New Ductwork Phase-3 above ADK

Revision	0	Status	Closed on 12/08/25
To	Chris Zarrelli (McFarland-Johnson Inc) Devin Shapley (McFarland-Johnson Inc) Joe Sirkovich (Fennick McCredie Architecture) Melissa Vaillancourt, AIA (Fennick McCredie Architecture) Ozlem Kizilkaya (Fennick McCredie Architecture) Turner Bradford, PE (McFarland-Johnson Inc)		
From	Alysia Sanichar (AOW Construction) 30 Essex Street Albany, New York 12206		
Date Initiated	Dec 4, 2025	Due Date	Dec 24, 2025
Location		Project Stage	Course of Construction
Cost Impact	TBD	Schedule Impact	TBD
Spec Section		Cost Code	
Drawing Number		Reference	
Linked Drawings			
Received From	Patrick Andrews (AOW Construction)		
Copies To	Patrick Andrews (AOW Construction), Bruce Boice (AOW Construction), Turner Bradford, PE (McFarland-Johnson Inc), Al Burgazoli (AOW Construction), Zack Geddies (Albany County Building Department), Ozlem Kizilkaya (Fennick McCredie Architecture), John LaClair, PE (Albany County Airport Authority), Alysia Sanichar (AOW Construction), Joe Sirkovich (Fennick McCredie Architecture), Melissa Vaillancourt, AIA (Fennick McCredie Architecture), Robert Wagner (Turner Construction Company)		

Activity

Question	<div>Question from Alysia Sanichar AOW Construction on Tuesday, Dec 2, 2025 at 08:52 AM EST</div> <div>At the 2nd floor (Column lines 6-7 / D-E), there is existing piping that does not appear on the contract drawings. The piping is in conflict with the new ductwork. Please reference drawing M-112A and attached sketch showing the existing conditions. Please advise what action should be taken at this location.</div> <div>Attachments</div> <div>RFI - Existing Piping in Conflict with New Ductwork.pdf</div>
Official Response	<div>Response from Chris Zarrelli McFarland-Johnson Inc on Monday, Dec 8, 2025 at 08:37 AM EST</div> <div>See attached ductwork modifications</div> <div>Attachments</div> <div>RFI 194.pdf</div>

[illegible]





**Turner Construction Company**  
1 Computer Drive South  
Albany, New York 12205

December 15, 2025

Mr. Patrick Andrews  
AOW Construction  
Project Manager  
30 Essex Street  
Albany, NY 12206

RE: Albany County Airport Authority  
PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3

Dear Mr. Andrews,

Please provide pricing for PCO-125 RFI-194 Existing Piping Conflict with Duct Phase 3. Pricing to include but not limited to reconfiguration of ductwork to avoid existing piping. Submit pricing on this item no later than next Monday, December 22, 2025.

Please feel free to contact me if you have any questions regarding this request.

Sincerely,

*Brian McNeil*

Brian McNeil  
Project Engineer  
Turner Construction Company

**PCO-127**



30 Essex Street  
Albany, NY 12206  
Ph : (518)482-3400

## Change Request

To: Robert Wagner  
Turner Construction Company  
1 Computer Drive South  
Albany, NY 12205

Number: COR 127  
Date: 12/23/25  
Job: 24-00048 AIA Concourse A Rehab

Reason: Owner Request

We are pleased to offer the following specifications and pricing to make the following changes:

### Detailed Description

COR 127 PCO-127 RFI-196 Lack of Isolation for Existing Sprinkler Piping - Per the RFI Response to RFI-196 an isolation valve is proposed to be added to the sprinkler system connecting to the old work located inside the CNBC store. This includes adding and isolation valve and wiring back to the fire alarm system panel.

### Pricing Summary

Absolute Fire		\$ 2,160.00
DLC Electric		\$ 3,132.00
	Subtotal:	\$ 5,292.00
Bond	0.50%	\$ 28.00
OH&P on Sub Work	5.00%	\$ 241.00
	Total:	\$ 5,560.00

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 Burgayoli  
Date: 12/28/2025

Approved by ARCHITECT:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by OWNER:

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

DS  
PA



A-O-W CONSTRUCTION

24-0048 Albany Airport Concourse A Rehab

COR-127 - PCO-127 RFI-196 Lack of Isolation for Existing Sprinkler Piping

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	
Absolute Fire Protection	\$ 1,963.64	\$ 196.36	\$ 2,160.00	
DLC Electric	\$ 2,847.27	\$ 284.73	\$ 3,132.00	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>Subcontractor Total:</b>		<b>\$ 4,810.91</b>	<b>\$ 481.09</b>	<b>\$ 5,292.00</b>

**Subtotal All Categories:** \$ 5,292.00

15.0%	AOW OH&P on Self-Performed	\$ -
5.0%	AOW OH&P on Sub costs	\$ 240.55
<b>Subtotal:</b>		<b>\$ 5,532.55</b>

0.5% Bond \$ 27.66

**Grand Total:** \$ 5,560.21



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

**PROPOSAL SUBMITTED TO:**

AOW Construction

**PHONE:** 518-512-5504**CELL:** 914-606-2978**DATE:** 12/22/25**STREET:**

30 Essex St

**JOB NAME:**

AIA Rehabilitation of Concourse A

**CITY, STATE AND ZIP CODE:**

Albany, NY 12206

**JOB LOCATION:**

737 Albany Shaker Rd, Albany Ny 12211

**ATTENTION:**

Patrick Andrews

**EMAIL:**

pandrews@aowconstruction.com

**REFERENCE:****COR NUMBER:**

1318-4

This change order request reflects installing one new butterfly valve outside the CNBC store

**INCLUDES:**

- One new butterfly valve outside the CNBC Store

**EXCLUDES:**

- Any labor or material not identified.
- Scaffolding
- Cutting and Patching
- Wiring and Alarms
- Access panel

**WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS,  
FOR THE ADDITIONAL SUM OF:**

**Two Thousand One Hundred Sixty 00/100****DOLLARS \$2,160.00**

*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.*

Authorized  
Signature:

Note: This proposal may be withdrawn  
by us if not accepted within: 15 days.

**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:

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

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



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## GENERAL TERMS AND CONDITIONS

### ENTIRE CONTRACT

The provisions herein contained constitute all of the terms and conditions of this contract. No charges or additions shall be binding upon Seller unless in writing and signed by an authorized representative of Seller. Any terms or conditions of Purchaser's order inconsistent herewith or in addition hereto shall be of no force and effect and are hereby expressly rejected and purchaser's order shall be governed only by the terms and conditions appearing herein. This contract is not subject to cancellation, suspension or reduction in amount, except with Seller's written consent and upon terms which reimburse Seller for work performed, reasonable overhead and lost profit.

### PAYMENT

Payment shall be due and payable within thirty (30) calendar days after substantial completion of the installation, or if, approved prior thereto, then upon approval. A service charge will be made and added to the prices on all payments Past due and owed by the Purchaser under this contract at a rate of 12% per annum, or if such rate is prohibited under applicable law, then at such maximum rate as is permitted under applicable law. Purchaser shall pay any reasonable attorney's fees incurred in the collection of past due accounts.

### DELAYS

Delay for any damage or penalty for delays in work due to acts of God, acts or omissions of the Purchaser, acts of civil or military authorities, Government regulations or priorities, fires, floods, epidemics, quarantine restrictions, war, riots, strikes differences with workmen, accidents to machinery, car shortages, inability to obtain necessary labor, materials or manufacturing facilities, delay in transportation, defaults of Seller's subcontractors failure of or delay in furnishing correct or complete information by Purchaser with respect to location or other details of work to be performed hereunder, impossibility or impracticability of performance or any other cause or causes beyond the control of Seller, whether or not similar to the foregoing. In the event of any delay caused as aforesaid, the completion shall be extended for a period equal to any such delay. In case work is temporarily discontinued by reason of any of the foregoing, all unpaid installments of the contract price less an amount equal to the value of material and labor not furnished shall be due and payable upon receipt of invoice by Purchaser.

### EXCAVATION

In the event the work herein includes excavation, the Purchaser shall pay as an extra to the contract price the cost for any additional work performed by the seller due to water, quicksand, rock or other unforeseen obstruction encountered or shoring if required.

### SITE FACILITIES

Purchaser shall furnish all necessary facilities for performance of its work by Seller, adequate space for storage and handling of material, light, water, heat, local telephone, watchman and crane and elevator service, if available and necessary permits. Where wet pipe system is installed, Purchaser shall supply and maintain sufficient heat to prevent freezing of the system.

### STRUCTURE AND SITE CONDITIONS

While employees of Seller will exercise reasonable care in this respect, Seller shall be under no responsibility for loss or damage due to the character, condition or use of foundations, walls or other structures not erected by it or resulting from excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures or other equipment or condition of water pressure. All shoring and protection of foundations, walls or other structures subject to being distributed by any excavation required hereunder shall be the responsibility of the Purchaser unless otherwise specified. Purchaser warrants the sufficiency of the structure to support the sprinkler system and its related equipment (including tanks). The Purchaser shall have all things in readiness for installation, including, but not limited to, other materials, floor or suitable working base, connections and facilities for erection at the time of receipt of the materials at the place of erection. The Purchaser shall reimburse Seller for any and all expenses caused by such failure to have such things in readiness. Failure to make proposal shall be considered a failure to have things in readiness for erection in accordance with the terms of this contract.

### INTERFERENCES

Purchaser shall be responsible to coordinate the work of other trades (ducting, piping, electrical, etc.) and Purchaser shall be responsible for additional costs incurred by Seller arising out of interferences to Seller's work caused by such other trade(s).

### LIMITATIONS OF LIABILITY

In no event shall Seller be liable for special or consequential damages. Seller's liability on any claim whether or not based in contract or in tort or occasioned by Seller's active or passive negligence for loss or liability arising out of or connected with this contract, or any obligation resulting therefrom, or from the manufacture, fabrication, sale, delivery, installation, or use of any materials covered by this contract, shall be limited to that set forth in the paragraph entitled "Warranty". Cost of recovery by Purchaser shall be no more than one (1) day labor or cost of inspection price from Seller.

### WARRANTY

Seller agrees that for a period of one (1) year after completion of said installation it will, at its expense, repair or replace any defective materials or workmanship supplied or performed by Seller. Upon completion of the installation, the system will be turned over to the Purchaser to maintain it in operative condition, it is understood that the Seller does not guarantee the operation of the system. Seller further warrants the products of other manufacturers supplied hereunder, to the extent of the warranty of the respective manufacture.

ALL OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WARRANTIES OF MERCHANTABILITY OR FITNESS, WHICH EXCEED THE AFORESTATED OBLIGATION, ARE HEREBY EXCLUDED.

### MODIFICATIONS AND SUBSTITUTIONS

Seller reserves the right to modify material or Seller's design sold hereunder and/or the drawings and specifications relating thereto, or to substitute material of later design to fulfill this contract providing that the modifications or substitutions will not materially affect the performance of the material, or lessen in any way the utility of the material to the Purchaser.

### ASSIGNMENT

Any assignment of this contract by Purchaser without the written consent of Seller shall be invalid, Seller may assign this contract to its subsidiaries and affiliates.

### SEVERABILITY

Should any part, term or provision of this agreement be found by the courts to be illegal or in conflict with any law of the state where made, the validity of the remaining provisions hereof shall not be affected thereby.



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#### **CHANGES, ALTERATIONS, ADDITIONS**

Changes, alterations and additions to the plans, specifications, or construction schedule for this contract shall be invalid unless approved in writing by Seller. Changes approved by Seller, which increase or decrease in the contract price as herein provided. The value of additional work shall constitute a corresponding increase or decrease in the contract price as herein provided. The value of additional work shall be agreed upon in writing prior to the performance of said work. However, if no agreement is reached prior to the performance of additional work approved in the manner herein described, and Seller elects to continue performance so as to avoid delays, then the estimate of Seller's Estimating Department as to the value of the work shall be deemed accepted by the Purchaser.

(To apply when equipment has been revamped) Seller, under this proposal, does not assume any responsibility for testing old and new piping and will only do so as an extra to the contract price to cover labor and materials required to make the system tight at high pressure. The Buyer assumes full responsibility and liability in connection with such test conducted. Seller's price is based on the assumption that the underground gate valve controlling the flow of water to existing sprinkler riser is completely operable and functioning properly. If the controlling valve is inoperable, Buyer is to pay for, as an extra to the contract price, the addition expense involved, at Seller's market price.

#### **PRICES**

In addition to the prices specified herein, Purchaser shall pay for all extra work requested by Purchaser or made necessary because of incompleteness of or inaccuracy in plans or other information submitted by Purchaser with respect to location, type of occupancy, or other details or work to be performed hereunder. In the event the layout of Purchaser's facilities has been altered or is altered by Purchaser prior to completion of this contract, Purchaser shall advise Seller, and prices, delivery and completion dates quoted herein shall be changed by seller as may be required.

#### **LEGAL NOTICE**

For the purpose of any notice permitted or required to be given hereunder, such notice or notices shall be deemed given when received.

#### **CLAIMS**

Any claim against Seller arising hereunder shall be deemed waived unless received by Seller in writing with particulars, within ten (10) calendar days after it shall arise.

#### **TERMS AND CONDITIONS/TECHNICAL SPECIFICATIONS**

The terms and conditions specified herein shall be in addition to those set out in Seller's technical specifications and any inconsistencies shall be resolved by Seller's authorized representative.

#### **ARBITRATION**

At the option of the Seller, any controversy or claim arising out of or relating to this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. Any arbitration proceeding shall be held in Albany, NY.

Should any proceeding, arbitration, or litigation be commenced by Seller to enforce the terms of this Contract, Seller shall be entitled, in addition to such other relief as may be granted, to its attorneys' fees and litigation costs, including but not limited to expert witness fees.

#### **OVERTIME**

Unless otherwise specified by Purchaser, all installation work will be performed during regular hours. If Purchaser shall require any overtime labor, Purchaser agrees to reimburse Seller for the overtime premium cost including all related payroll costs, plus seller's overhead and profit, payable monthly, one (1) month after overtime expense was incurred.

#### **INCIDENTAL LOSSES**

A loss or damage from any cause (not the fault of Seller) to the materials, tools, equipment, work or workmen of the Seller or its agents or subcontractors while in or about the premises of the Purchaser shall be borne and paid for by the Purchaser.

#### **DEFAULT**

In case of any default by Purchaser, Seller shall be entitled to payment for all work performed, all termination costs incurred, and any other costs incurred by Seller including overhead and profit. Seller shall also be entitled to shut off the water from said system and remove all or a portion of the same. All such remedies of Seller are cumulative and not exclusive. Default by Purchaser shall consist of: Failure to pay any installment of price when due, no demand being necessary, or any act or omission on the part of Purchaser whereby Seller is prevented from completing said installation, or receivership, bankruptcy, assignment for the benefit of creditors, or any other form of insolvency proceedings by or against Purchaser or in case said premises or said system shall be attached, lien or seized by process of law and such attachment or lien shall not be vacated or seizure terminated within ten (10) days after its occurrence.

#### **BACKCHARGE**

No charges shall be levied by the Purchaser against the Seller unless forty-eight (48) hour prior written notice is given to Seller to correct any alleged work deficiencies or clean-up which necessitates such charges and unless said work deficiencies are the direct fault of Seller.

#### **OSHA AND ASBESTOS**

Purchaser agrees to indemnify and hold harmless the Seller from and against any claims, demands or damages resulting from the enforcement of the Occupational Safety and Health Act (Public Law 91-596), unless said claims, demands or damages are a direct result of cause within the exclusive control of Seller. In the event that the seller's employees or others are or may be exposed to Asbestos fibers during the performance of this contract, all additional costs necessary to protect such individuals, including but not limited to all costs for "Qualified Laboratory Sample Tests" of any work area for Asbestos exposure concentrations, shall be paid by Buyer and Buyer agrees to indemnify Seller against all claims, demands, injury or damages arising from such exposure.

#### **COUNTERPARTS**

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that facsimile or electronic signatures of this Contract shall be deemed a valid and binding execution of this Contract.





**DLC Electric, LLC**

479 State Route 40

Troy, NY 12182

518-326-8130



## Change Order Proposal

To:	AOW Construction	Project	Albany Airport Concourse A
Address:	30 Essex St	Date	12/16/2025
	Albany, NY 12206	Client #	PCO-127
Attn:	Patrick Andrews	DLC#	037

### Work Scope

Furnish and install fire alarm module and wiring for the addition of an isolation valve switch to fire alarm system.  
Testing and programming is included.

### Cost

### Notes

	Qty	Unit	Rate	Total
JW	0	Hrs	\$ 107.08	\$0.00
Apprentice		Hrs	\$ 92.03	\$0.00
Foreman	8	Hrs	\$ 118.37	\$946.96
Material	1	LS	\$ 1,900.00	\$1,900.00
Equipment	0	LS	\$ 150.00	\$0.00
OH & Profit			10%	\$284.70
Subtotal				\$3,131.66
Subcontractors	1	LS	\$ -	\$0.00
Sub OHP			5%	\$0.00
Bond			0.0%	\$0.00
<b>Total</b>			<b>ADD</b>	<b>\$3,132</b>

Steve Mohan  
Project Manager  
518-478-3813  
[smohan@dlcelectric.net](mailto:smohan@dlcelectric.net)

**Highwoods Electric Inc  
973 Glasco Turnpike  
Saugerties New York 12477  
Tel 845.750.5189**

**To:** DLC Electric

**From:** Toni Reilly

**Attn:** Steve Mohan

**Email:** Toni@hwesupply.com

**Quote #:**

**Date:** December 16, 2025

**Re:** PCO-127 RFI-196 Lack of Isolation for Existing Sprinkler Piping

We are pleased to submit the following quotation for your review. Our price does not include standard boxes, pipe, wire or installation.

**PCO-127 RFI 196 (EST):** 1 Addressable Single Input Monitor Module, 1 Lot Modifications to Existing EST-4 Panel, 1 Lot Modification to Existing Fireworks & 1 Lot Engineering.

**Total Price is: \$1,800.00** (plus any appl. taxes)

The above price includes necessary spare equipment, submittals, demonstration, supervision of final connections of control equipment and assisting in testing the system. It does not include tax, installation, permits or fees of any kind. Our terms are net 30 days with approved credit. Our proposal is subject to the attached terms and conditions.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

## **Terms and Conditions**

The terms and conditions below shall govern the rights and obligations of the parties hereto with respect to the subject matter hereof. In the event of a conflict between these provisions and any other Agreement, these Terms and Conditions shall prevail.

### **1) WARRANTY**

Contractor warrants that the services provided hereunder will be performed in accordance with generally accepted industry standards and practices by competent personnel. In the event that any services fail to comply with the foregoing standard within a one (1) year period from the date such services are completed, Contractor will, at its option, provided it is promptly notified in writing upon the discovery of such failure, either re-perform such non-complying services at no additional charge or refund to Customer all fees theretofore paid by Customer with respect to such non-complying services. The foregoing remedies are the exclusive remedies for any breach of Contractor's services warranty.

Contractor warrants that any products supplied in connection with its services shall be free from defects in workmanship or material for a period of one (1) year from the date of delivery (the "Warranty Period"). During the Warranty Period, provided Contractor is promptly notified in writing upon the discovery of any defect in workmanship or material and further provided that all costs of returning the defective products to Contractor are pre-paid by Customer, Contractor agrees to, at Contractor's option, either repair or replace defective products, or refund Customer's fees paid for such products. Contractor's sole liability with respect to equipment, materials, parts or software furnished to Customer by third party suppliers shall be limited to the assignment by Contractor to Customer of any such third party supplier's warranty, to the extent the same is assignable. The foregoing remedies are the exclusive remedies for any breach of Contractor's products warranty. In no event shall Contractor have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or other event beyond the reasonable control or fault of Contractor, (iii) misuse, fault or negligence of or by Customer, (iv) use of the products in a manner for which they were not designed, (v) causes external to the products such as, but not limited to, power failure or electrical power surges or (vi) use of the products in combination with equipment or software not supplied by the Company. Any installation, maintenance, repair, service, relocation or alteration to or of, or other tampering with, the products performed by any person or entity other than Contractor without Contractor's prior written approval, or any use of replacement parts not supplied by contractor, shall immediately void and cancel all warranties with respect to the affected products.

THE FOREGOING WARRANTIES ARE THE SOLE AND EXCLUSIVE WARRANTIES GIVEN BY CONTRACTOR IN CONNECTION WITH THE SERVICES PERFORMED AND PRODUCTS PROVIDED HEREUNDER, AND ARE IN LIEU OF ALL OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WHICH ARE HEREBY DISCLAIMED AND EXCLUDED BY CONTRACTOR, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

### **2) INSURANCE**

Contractor agrees to maintain the following limits of insurance during the Agreement: (a) Comprehensive General Liability insurance covering bodily injury and property damage with a limit of \$1,000,000 (one million) per occurrence and \$1,000,000 (one million) in the aggregate, (b) Statutory workers' compensation and employer's liability insurance for a limit of \$1,000,000 (one million) per occurrence, (c) Automobile liability covering bodily injury and property damage with a combined single limit of \$1,000,000 (one million) per occurrence and (d) Excess/Umbrella Liability Insurance with a limit of \$1,000,000 (one million) per occurrence and \$1,000,000 (one million) in the aggregate. No policy will name other parties as additional insured or include a waiver of subrogation rights. If requested by Customer, certificates of insurance shall be furnished from its carrier evidencing the foregoing coverages.

### **3) CONSEQUENTIAL DAMAGES**

Notwithstanding anything to the contrary contained herein, in no event shall Contractor be liable for any indirect, special, consequential or incidental damages (including, without limitation damages for loss of use of facilities or equipment, loss of revenue, loss of profits or loss of goodwill), regardless of whether such party (a) has been informed of the possibility of such damages or (b) is negligent.

### **4) FORCE MAJEURE**

Contractor will not be in breach of this agreement or be liable to Customer if it fails to perform or delays their performance as a result of an event beyond its reasonable control, including, but not limited to, strikes, industrial disputes, fire, flood, act of God, war insurrection, vandalism, sabotage, invasion, riot, national emergency, piracy, hijack, acts of terrorism, embargoes or restraints, extreme weather or traffic conditions, temporary closure of roads, legislation, regulation, order or other act of any government or governmental agency.

### **5) LIMITATION OF LIABILITY**

To the extent permitted by law, the aggregate liability of Contractor to Customer, whether in contract, tort (including negligence) or otherwise, will be limited to amount of payments received by Contractor from Customer under the Contract. The foregoing does not limit the liability of Contractor for any injury to, or death of a person, caused by the gross negligence of Contractor.



**Turner Construction Company**  
1 Computer Drive South  
Albany, New York 12205

December 15, 2025

Mr. Patrick Andrews  
AOW Construction  
Project Manager  
30 Essex Street  
Albany, NY 12206

RE: Albany County Airport Authority  
PCO-127 RFI-196 Lack of Isolation for Existing Sprinkler Piping

Dear Mr. Andrews,

Please provide pricing for RFI-196 Lack of Isolation for Existing Sprinkler Piping. Pricing to include but not limited to providing an isolation valve at CNBC Sprinklers. Submit pricing on this item no later than next Monday, December 22, 2025.

Please feel free to contact me if you have any questions regarding this request.

Sincerely,

*Brian McNeil*

Brian McNeil  
Project Engineer  
Turner Construction Company



TCCo New York North  
1 Computer Drive South  
Albany, New York 12205  
P: (518) 432-0277  
F: (518) 432-0279

Project: 230609 Albany Airport: Terminal A  
Expansion  
737 Albany Shaker Rd.  
Albany, New York 12211

## RFI #196: Lack of Isolation for Existing Sprinkler Piping Serving CNBC

Revision	0	Status	Closed on 12/12/25
To	Dylan Silvanic (McFarland-Johnson Inc) Devin Shapley (McFarland-Johnson Inc) Joe Sirkovich (Fennick McCredie Architecture) Melissa Vaillancourt, AIA (Fennick McCredie Architecture) Ozlem Kizilkaya (Fennick McCredie Architecture) Turner Bradford, PE (McFarland-Johnson Inc)	From	Alysia Sanichar (AOW Construction) 30 Essex Street Albany, New York 12206
Date Initiated	Dec 4, 2025	Due Date	Dec 24, 2025
Location		Project Stage	Course of Construction
Cost Impact	TBD	Schedule Impact	No
Spec Section		Cost Code	
Drawing Number		Reference	
Linked Drawings			
Received From	Patrick Andrews (AOW Construction)		
Copies To	Patrick Andrews (AOW Construction), Bruce Boice (AOW Construction), Turner Bradford, PE (McFarland-Johnson Inc), Al Burgazoli (AOW Construction), Zack Geddies (Albany County Building Department), Ozlem Kizilkaya (Fennick McCredie Architecture), John LaClair, PE (Albany County Airport Authority), Alysia Sanichar (AOW Construction), Joe Sirkovich (Fennick McCredie Architecture), Melissa Vaillancourt, AIA (Fennick McCredie Architecture), Robert Wagner (Turner Construction Company)		

### Activity

#### Question

**Question from Alysia Sanichar AOW Construction on Thursday, Dec 4, 2025 at 11:54 AM EST**

During installation of the new sprinkler piping in Phase 5B, the new piping is required to connect to the existing sprinkler piping serving the CNBC store. Based on field review and existing conditions, there is no means to isolate the CNBC store once this connection is made. (reference drawing FP-102B)

This creates a concern for any future work within the CNBC space as well as any required future hydrostatic testing of the sprinkler system, as the store cannot be shut off independently.

Please advise what action, if any, should be taken to address the lack of isolation. Specifically, confirm whether an isolation valve, new control point, or any other design modification is required to allow the CNBC store to be isolated from the main system for future maintenance or testing.

#### Official Response

**Response from Robert Wagner Turner Construction Company on Friday, Dec 12, 2025 at 10:50 AM EST**

Per ACAA please install isolation valve, provide location of valve for ACAA review and approval prior to installation.

#### All Replies

**Response from Robert Wagner Turner Construction Company on Friday, Dec 12, 2025 at 10:50 AM EST**

Per ACAA please install isolation valve, provide location of valve for ACAA review and approval prior to installation.

## **AGENDA ITEM NO. 12**

### **Authorization of Federal and State Grants**

## **AGENDA ITEM NO. 13**

**Informational Only**

## **Old Business**

## **New Business**

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