

Governance Information (Authority-Related)

Question	Response	URL (if applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	http://www.albanyairport.com/FileUpload/files/financial_pdfs/2012%20CAFR%20for%20web%20view.pdf
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	http://www.albanyairport.com/FileUpload/files/financial_pdfs/2012%20CAFR%20for%20web%20view.pdf
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	Yes	http://www.albanyairport.com/FileUpload/files/financial_pdfs/2012%20CAFR%20for%20web%20view.pdf
6. Are any Authority staff also employed by another government agency?	Yes	Town of Colonie
7. Has the Authority posted their mission statement to their website?	Yes	http://www.albanyairport.com/FileUpload/files/financial_pdfs/ACAA%2010-02MissionStatementForm.pdf
8. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		http://www.albanyairport.com/FileUpload/files/financial_pdfs/2012%20Mission%20and%20Performance.pdf

Governance Information (Board-Related)

Question	Response	URL
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		http://www.albanyairport.com/committee_meetings.php
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		http://www.albanyairport.com/meeting_schedule.php
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	http://www.albanyairport.com/pdfs/ADOPTED_BYLAWS.pdf
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	http://www.albanyairport.com/pdfs/ADOPTED_BYLAWS.pdf
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Board of Directors Listing

Name	Doyle, Kenneth	Name	Whitehead, Dorsey M
Chair of the Board	Yes	Chair of the Board	No
If yes, Chair Designated by.	Local	If yes, Chair Designated by.	
Term Start Date	12/07/2009	Term Start Date	10/09/2007
Term Expiration Date	12/31/2015	Term Expiration Date	12/31/2016
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	No	Complied with training requirement of Section 2824?	No
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Robert, Hite S	Name	Wilkerson, Paula T
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	06/11/2012	Term Start Date	02/11/2013
Term Expiration Date	12/31/2013	Term Expiration Date	12/31/2016
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	No
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Gorman, Anthony	Name	Greenberg, Lyon M
Chair of the Board	No	Chair of the Board	No
If yes, Chair Designated by.		If yes, Chair Designated by.	
Term Start Date	06/08/2009	Term Start Date	07/11/2012
Term Expiration Date	12/31/2016	Term Expiration Date	12/31/2013
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	No
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	Yes
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes	Does the Board member/designee also hold an elected or appointed municipal government position?	No

<u>Board of Directors Listing</u>	
Name	Reilly, Patricia M
Chair of the Board	No
If yes, Chair Designated by.	
Term Start Date	09/10/2012
Term Expiration Date	12/31/2012
Title	
Has the Board member appointed a designee?	
Designee Name	
Ex-officio	No
Nominated By	Local
Appointed By	Local
Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No

Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by State or local government
Bates, Sharon A	Director of Exhibitions & Programs	Managerial	Administration			PT	Yes	51,221.96	51,221.96	0	0	0	0	51,221.96	No	
Cerrone, Rima A	Budget & Performance Manager	Managerial	Finance			FT	Yes	75,004.56	75,004.56	0	0	0	0	75,004.56	No	
Chadderdon, Helen M	Marketing Director	Managerial	Public Relations			FT	Yes	64,096.32	64,096.32	0	0	0	0	64,096.32	No	
Charland, Elizabeth M	Director of Administrative Services	Administrative and Clerical	Administration			FT	Yes	58,085.28	58,085.28	0	0	0	0	58,085.28	No	
Delbalso, John P	Property, Operations and Security Manager	Managerial	Administration			FT	Yes	67,145.04	67,145.04	0	0	0	0	67,145.04	No	
Dickson, Sara C	Account Technician	Managerial	Finance			FT	Yes	37,003.44	37,003.44	0	0	0	0	37,003.44	No	
Finnigan, James	Operations and Control Officer	Administrative and Clerical	Administration			PT	Yes	7,526.05	7,526.05	0	0	0	0	7,526.05	No	
Hayes, Jane	Clerk Typist	Administrative and Clerical	Administration			PT	Yes	4,286.78	4,286.78	0	0	0	0	4,286.78	No	
Herrmann, Margaret R	Chief Accountant	Managerial	Finance			FT	Yes	83,299.92	83,299.92	0	0	0	0	83,299.92	No	
Horstmeyer, Douglas I	Public Relations Officer	Managerial	Public Relations			FT	Yes	93,937.30	93,937.3	0	0	0	0	93,937.3	No	

Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by State or local government
Tachetta, Stephen A	Associate Airport Planner	Managerial	Administration			FT	Yes	94,791.60	94,791.6	0	0	0	0	94,791.6	No	
Kane, Kathryn C	Procurement Clerk	Administrative and Clerical	Finance			FT	Yes	40,555.92	40,555.95	0	0	0	0	40,555.95	No	
Kinsey, Lachesha C	Clerk Typist	Administrative and Clerical	Administration			FT	Yes	37,002.72	37,002.72	146.77	0	0	0	37,149.49	No	
Lovely, Dwayne E	Telecommunications Technician	Technical and Engineering	Finance			FT	Yes	66,183.60	66,183.6	0	0	0	0	66,183.6	No	
Martino, Elizabeth A	Clerk	Administrative and Clerical	Finance			PT	Yes	1,433.38	1,433.38	0	0	0	0	1,433.38	No	
Matthews, Bobbi J	Purchasing Agent	Managerial	Finance			FT	Yes	66,124.56	66,124.56	0	0	0	0	66,124.56	No	
Morgan, Richard J	Airport Engineer	Technical and Engineering	Administration			FT	Yes	93,291.60	93,291.6	0	0	0	0	93,291.6	No	
Munger, Jennifer A	Confidential Secretary	Administrative and Clerical	Legal			FT	Yes	52,001.52	52,001.52	0	0	0	0	52,001.52	No	
Normandin, Wayne F	Telecommunications Manager	Technical and Engineering	Finance			FT	Yes	76,103.52	76,103.52	0	0	0	0	76,103.52	No	
O'Donnell, John A	Chief Executive Officer	Executive	Administration			FT	Yes	149,753.41	149,753.41	0	0	0	0	149,753.41	No	
O'Reilly, William J	Chief Financial Officer	Executive	Finance			FT	Yes	128,092.08	128,092.08	0	0	0	0	128,092.08	No	
Porvaznik, Amy X	Account Technician	Administrative and Clerical	Finance			FT	Yes	37,003.44	37,003.44	0	0	0	0	37,003.44	No	
Sleasman, Kevin T	Messenger	Administrative and Clerical	Administration			PT	Yes	14,746.65	14,746.65	0	0	0	0	14,746.65	No	

Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Barga- ining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the individua l	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensa tion/Allo wances/Ad justments	Total Compens -ation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by State or local government
Stuto, Peter F	Airport Counsel	Managerial	Legal			FT	Yes	128,091.60	128,091.6	0	0	0	0	128,091.6	No	
Woodford, Ellen L	Senior Account Technician	Administrative and Clerical	Finance			FT	Yes	47,762.40	47,762.4	0	0	0	0	47,762.4	No	
Ziobroski , Stephanie A	Senior Account Technician	Administrative and Clerical	Finance			FT	Yes	47,415.60	47,415.6	0	0	0	0	47,415.6	No	

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for

No

Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of These Benefits	Other
Greenberg, Lyon M	Board of Directors												X	
Gorman, Anthony	Board of Directors												X	
Doyle, Kenneth	Board of Directors												X	
Whitehead, Dorsey M	Board of Directors												X	
Reilly, Patricia M	Board of Directors												X	
Wilkerson, Paula T	Board of Directors												X	
Robert, Hite S	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of These Benefits	Other
O'Donnell, John A	Chief Executive Officer						X					X		
O'Reilly, William J	Chief Financial Officer												X	
Stuto, Peter F	Airport Counsel												X	

Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct? Yes
 Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this No

Name of Subsidiary/Component Unit	Status	Requested Changes
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Subsidiary/Component Unit Creation

Name of Subsidiary/Component Unit	Establishment Date	Entity Purpose
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Subsidiary/Component Unit Termination

Name of Subsidiary/Component Unit	Termination Date	Termination Reason	Proof of Termination
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No Data has been entered by the Authority for this section in PARIS

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

<u>Assets</u>	
Current Assets	
Cash and cash equivalents	\$38,140,300
Investments	\$277,389
Receivables, net	\$4,729,097
Other assets	\$695,347
Total Current Assets	\$43,842,133
Noncurrent Assets	
Restricted cash and investments	\$0
Long-term receivables, net	\$0
Other assets	\$12,738,507
Capital Assets	
Land and other nondepreciable property	\$47,663,692
Buildings and equipment	\$214,792,224
Infrastructure	\$199,007,587
Accumulated depreciation	\$187,604,845
Net Capital Assets	\$273,858,658
Total Noncurrent Assets	\$286,597,165
Total Assets	\$330,439,298

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

Liabilities

Current Liabilities

Accounts payable	\$1,895,850
Pension contribution payable	\$0
Other post-employment benefits	\$0
Accrued liabilities	\$5,280,862
Deferred revenues	\$0
Bonds and notes payable	\$0
Other long-term obligations due within one year	\$9,434,538
Total Current Liabilities	\$16,611,250

Noncurrent Liabilities

Pension contribution payable	\$0
Other post-employment benefits	\$0
Bonds and notes payable	\$0
Long Term Leases	\$0
Other long-term obligations	\$117,147,207
Total Noncurrent Liabilities	\$117,147,207

Total Liabilities

\$133,758,457

Net Asset (Deficit)

Net Asset

Invested in capital assets, net of related debt	\$166,644,993
Restricted	\$16,852,644
Unrestricted	\$13,183,204
Total Net Assets	\$196,680,841

Summary Financial Information

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

Operating Revenues

Charges for services	\$42,700,462
Rental & financing income	\$0
Other operating revenues	\$0
Total Operating Revenue	\$42,700,462

Operating Expenses

Salaries and wages	\$8,770,501
Other employee benefits	\$4,088,327
Professional services contracts	\$5,172,696
Supplies and materials	\$10,672,883
Depreciation & amortization	\$13,537,373
Other operating expenses	\$2,093,566
Total Operating Expenses	\$44,335,346

Operating Income (Loss) **(\$1,634,884)**

Nonoperating Revenues

Investment earnings	\$94,418
State subsidies/grants	\$0
Federal subsidies/grants	\$344,845
Municipal subsidies/grants	\$0
Public authority subsidies	\$0
Other nonoperating revenues	\$5,211,963
Total Nonoperating Revenue	\$5,651,226

Summary Financial InformationSUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETSNonoperating Expenses

Interest and other financing charges	\$6,779,556
Subsidies to other public authorities	\$0
Grants and donations	\$0
Other nonoperating expenses	\$0
Total Nonoperating Expenses	\$6,779,556
Income (Loss) Before Contributions	(\$2,763,214)
Capital Contributions	\$4,385,124
Change in net assets	\$1,621,910
Net assets (deficit) beginning of year	\$196,977,303
Other net assets changes	(\$1,918,372)
Net assets (deficit) at end of year	\$196,680,841

Current Debt

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	Yes
2. If yes, has the Authority issued any debt during the reporting period?	No

New Debt Issuances List by Type of Debt and Program

No Data has been entered by the Authority for this section in PARIS

Schedule of Authority Debt

Type of Debt	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
State Obligation					
State Guaranteed					
State Supported					
State Contingent Obligation					
State Moral Obligation					
Other State Funded					
Authority Obligation					
General Obligation	0.00	1,510,678.00	0.00	926,422.00	584,256.00
Revenue	0.00	128,975,000.00	0.00	7,810,000.00	121,165,000.00
Other Non-State Funded					
Conduit					
Conduit Debt					
Conduit Debt - Pilot Increment Financing					

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

Personal Property

1. Property Description: 1991 Schmidt Runway Sweeper

Estimated Fair Market Value: \$9,000.00

How was Fair Market Value

Determined?: Competitive Bid

Transaction Date: 03/26/2012

Sale Price: \$9,000.00

Organization:

Last Name: Lefebvre

First Name: Denis

Purchaser Address

Address Line1: 4235 Blvd. Terra-Jet

Address Line2: St. Cyrille de

City: Wendover

State:

Postal Code: J1Z1B2

Plus4:

Province/Region: Quebec

Country: Other

2. Property Description: 1998 Grove Manlift

Estimated Fair Market Value: \$5,610.00

How was Fair Market Value

Determined?: Competitive Bid

Transaction Date: 03/15/2012

Sale Price: \$5,610.00

Organization: Choice Builders

Last Name:

First Name:

Purchaser Address

Address Line1: 19 Lilly Pond Lane

Address Line2: PO Box 716

City: GOSHEN

State: MA

Postal Code: 01032

Plus4: 9609

Province/Region:

Country: USA

Personal Property

3. Property Description: 1984 Clark Wheel Loader

Estimated Fair Market Value: \$15,300.00

How was Fair Market Value

Determined?: Competitive Bid

Transaction Date: 03/07/2012

Sale Price: \$15,300.00

Organization:

Last Name: Bubonia

First Name: Stephen

Purchaser Address

Address Line1: 18 W. Albany Drive

Address Line2:

City: ALBANY

State: NY

Postal Code: 12205

Plus4:

Province/Region:

Country: USA

4. Property Description: 1991 Schmidt Snow Blower

Estimated Fair Market Value: \$20,200.00

How was Fair Market Value

Determined?: Competitive Bid

Transaction Date: 03/07/2012

Sale Price: \$20,200.00

Organization:

Last Name: Lefebvre

First Name: Denis

Purchaser Address

Address Line1: 4235 Blvd Terra-Jet

Address Line2: St. Cyrille de

City: Wendover

State:

Postal Code: J1Z1B2

Plus4:

Province/Region: Quebec

Country: Other

Property Documents

Question	Response	URL (if applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	http://www.albanyairport.com/FileUpload/files/financial_pdfs/Real%20Property%20Schedule%202012.pdf
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	http://www.albanyairport.com/pdfs/Property_Disposition_Guidelines.pdf
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	

No Data has been entered by the Authority for this section in PARIS

Additional Comments: