

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

 Run Date: 07/19/2021  
 Status: CERTIFIED  
 Certified Date: 04/01/2021

**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	www.portofalbany.us
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	www.portofalbany.us
3.	Has the Authority named an internal control officer in accordance with section 2931 of PAL?	Yes	N/A
4.	Please enter the number of staff assigned the internal control function.	2	N/A
5.	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
6.	Does the independent auditor provide non-audit services to the Authority?	No	N/A
7.	Does the Authority have an organization chart?	Yes	www.portofalbany.us
8.	Are any Authority staff also employed by another government agency?	No	
9.	Has the Authority posted their mission statement to their website?	Yes	www.portofalbany.us
10.	Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
11.	Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		www.portofalbany.us
12.	Has the Authority adopted a lobbying policy in accordance with section 2987 of PAL?	No	
	Lobbying officer name		N/A
13.	Has the Authority maintained a record of all lobbying contacts during the reporting period, as required by section 2987 of PAL?	No	N/A

Annual Report for Albany Port District Commission

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**Governance Information (Board-Related)**

Question	Response	URL (if Applicable)
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 a 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):		<a href="http://www.portofalbany.us">www.portofalbany.us</a>
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		<a href="http://www.portofalbany.us">www.portofalbany.us</a>
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	<a href="http://www.portofalbany.us">www.portofalbany.us</a>
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	<a href="http://www.pportofalbany.us">www.pportofalbany.us</a>
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?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Albany Port District Commission

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**Board of Directors Listing**

<b>Name</b>	Cinquanti, Michael	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Governor
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	No
<b>Term Start Date</b>	3/27/2018	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	03/27/2021	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	

<b>Name</b>	Coffey, Joseph	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Governor
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	No
<b>Term Start Date</b>	10/6/2014	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	03/27/2018	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	Yes
<b>Designee Name</b>		<b>Ex-Officio</b>	No

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

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<b>Name</b>	Steffens, Georgette	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	Yes	<b>Appointed By</b>	Governor
<b>If yes, Chair Designated by</b>	Elected by Board	<b>Confirmed by Senate?</b>	No
<b>Term Start Date</b>	8/8/2012	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	03/27/2015	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	No
<b>Designee Name</b>		<b>Ex-Officio</b>	No

<b>Name</b>	Tagliento, Dominic	<b>Nominated By</b>	Local
<b>Chair of the Board</b>	No	<b>Appointed By</b>	Governor
<b>If yes, Chair Designated by</b>		<b>Confirmed by Senate?</b>	N/A
<b>Term Start Date</b>	5/7/2010	<b>Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?</b>	Yes
<b>Term Expiration Date</b>	05/15/2018	<b>Complied with Training Requirement of Section 2824?</b>	Yes
<b>Title</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?</b>	No
<b>Has the Board Member Appointed a Designee?</b>		<b>Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?</b>	Yes
<b>Designee Name</b>		<b>Ex-Officio</b>	No

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**Staff Listing**

Name	Title	Group	Department /Subsidiary	Union Name	Bargaining Unit Name	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 Authority	If Yes, Is the Payment made by State or Local Government
Alindato, Jason	Security Officer	Operational	Security			PT	No	\$1,060.50	\$1,060.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,060.50	No	
Andolina, Jeffrey J	Security Officer	Operational	Security	No	No	PT	No	\$14,073.25	\$14,073.25	\$0.00	\$0.00	\$0.00	\$0.00	\$14,073.25	No	
Barile, Michael A	Security Officer	Operational	Security			PT	No	\$20,972.75	\$20,972.75	\$0.00	\$0.00	\$0.00	\$0.00	\$20,972.75	No	
Burns, Shane R	Maintenance Staff	Operational	Maintenance			FT	No	\$38,956.20	\$42,290.70	\$3,334.50	\$0.00	\$0.00	\$0.00	\$45,625.20	No	
Carroll, Jason R	Maintenance Staff	Operational	Maintenance	No	No	FT	No	\$42,766.56	\$45,250.37	\$2,483.81	\$0.00	\$782.40	\$0.00	\$48,516.58	No	
Chuck, Barry L	Security Officer	Operational	Security	No	No	PT	No	\$7,287.25	\$7,287.25	\$0.00	\$0.00	\$0.00	\$0.00	\$7,287.25	No	
Ciprioni, Jeremy	Maintenance Staff	Operational				PT	No	\$6,230.40	\$6,301.20	\$70.80	\$0.00	\$0.00	\$0.00	\$6,372.00	No	
Cotter, Eric C	Security Officer	Operational	Security			PT	No	\$7,400.50	\$7,400.50	\$0.00	\$0.00	\$0.00	\$0.00	\$7,400.50	No	
Criscione, Eileen N	Accounting And HR Manager	Administrative and Clerical	Administrative			FT	Yes	\$72,431.19	\$72,431.19	\$0.00	\$0.00	\$0.00	\$0.00	\$72,431.19	No	
Daly, Megan E	Director of Economic Development & Procurement	Managerial	Administration	No	No	FT	Yes	\$146,357.98	\$149,119.86	\$0.00	\$0.00	\$2,761.88	\$0.00	\$151,881.74	No	

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Dilillo, Ann M	Administrative Assistant	Administrative and Clerical				PT	Yes	\$30,000.00	\$15,576.84	\$0.00	\$0.00	\$0.00	\$1,500.00	\$17,076.84	No	
Dill, Richmond J	Maintenance Staff	Operational				PT	No	\$2,265.60	\$2,265.60	\$0.00	\$0.00	\$0.00	\$0.00	\$2,265.60	No	
Falkenheimer, Maria I	Security Officer	Operational	Security	No	No	PT	No	\$943.00	\$943.00	\$0.00	\$0.00	\$0.00	\$0.00	\$943.00	No	
Harris, Jeffrey	Security Officer	Operational	Security	No	No	PT	No	\$5,494.00	\$5,494.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,494.00	No	
Hendrick, Richard, Sr J	Cheif Executive Officer	Executive	Administration	No	No	FT	Yes	\$170,131.05	\$176,410.20	\$0.00	\$0.00	\$63,279.15	\$0.00	\$239,689.35	No	
Ip, David L	Security Officer	Operational	Security			PT	No	\$1,170.25	\$1,170.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.25	No	
Jordan, Patrick K	General Counsel	Managerial	Administration			FT	Yes	\$147,856.86	\$150,700.69	\$0.00	\$0.00	\$2,483.83	\$0.00	\$153,184.52	No	
Keleher, James K	Security Officer	Operational	Security	No	No	PT	No	\$27,343.50	\$27,343.50	\$0.00	\$0.00	\$0.00	\$0.00	\$27,343.50	No	
Kerr, James W	Security Officer	Operational	Security	No	No	PT	No	\$11,375.20	\$11,375.20	\$0.00	\$0.00	\$0.00	\$0.00	\$11,375.20	No	
Kosa, John	Director of Operations & Facilities	Managerial	Administration	No	No	FT	Yes	\$99,091.92	\$150,700.69	\$0.00	\$0.00	\$1,868.17	\$4,083.30	\$156,652.16	No	
Marks, Kenneth C	Security Officer	Operational	Security			PT	No	\$364.50	\$364.50	\$0.00	\$0.00	\$0.00	\$0.00	\$364.50	No	
Marks, Kenneth W	Security Officer	Operational	Security	No	No	PT	No	\$11,515.25	\$11,515.25	\$0.00	\$0.00	\$0.00	\$195.00	\$11,710.25	No	

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Mcgreevy, Maureen	Security Officer	Operational	Security	No	No	PT	No	\$10,034.75	\$10,034.75	\$0.00	\$0.00	\$0.00	\$0.00	\$10,034.75	No	
Mckenna, Kevin R	Security Officer	Operational	Security	No	No	PT	No	\$18,880.40	\$18,880.40	\$0.00	\$0.00	\$0.00	\$0.00	\$18,880.40	No	
Mengal, Robert A	Maintenance Staff	Operational	Maintenance			FT	No	\$37,743.00	\$41,186.50	\$2,443.50	\$0.00	\$1,000.00	\$0.00	\$44,630.00	No	
Nieckarz, Matthew J	Security Officer	Operational	Security	No	No	PT	No	\$4,002.50	\$4,002.50	\$0.00	\$0.00	\$0.00	\$0.00	\$4,002.50	No	
Nowosielski, Richard B	Security Officer	Operational	Security	No	No	PT	No	\$21,364.65	\$21,364.65	\$0.00	\$0.00	\$0.00	\$0.00	\$21,364.65	No	
Olthoff, Donald M	Security Officer	Operational	Security	No	No	PT	No	\$20,352.50	\$20,352.50	\$0.00	\$0.00	\$0.00	\$0.00	\$20,352.50	No	
Ostrander, Joshua G	Assistant Foreman	Operational	Maintenance	No	No	FT	No	\$52,034.08	\$52,016.34	\$0.00	\$0.00	\$982.26	\$0.00	\$52,998.60	No	
Owens, Cavin D	Maintenance Staff	Operational	Maintenance			PT	No	\$1,012.00	\$1,012.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,012.00	No	
Reid, Dawn	Security Officer	Operational	Security			PT	No	\$61.50	\$61.50	\$0.00	\$0.00	\$0.00	\$0.00	\$61.50	No	
Romaldi, Vincent	Security Officer	Operational	Security			PT	No	\$16,260.25	\$16,260.25	\$0.00	\$0.00	\$0.00	\$0.00	\$16,260.25	No	
Shell, John W	Security Officer	Operational	Security	No	No	PT	No	\$13,435.74	\$13,435.74	\$0.00	\$0.00	\$0.00	\$0.00	\$13,435.74	No	
Stock, Cheryl L	Office Manager	Professional	Administration			FT	Yes	\$59,446.40	\$59,446.40	\$0.00	\$0.00	\$0.00	\$0.00	\$59,446.40	No	

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Stoddard, Michael L	Maintenance Staff	Operational	Maintenance			FT	No	\$37,723.20	\$39,586.20	\$1,863.00	\$0.00	\$0.00	\$0.00	\$41,449.20	No	
Stuto, Christine M	Cheif Financial Officer	Managerial	Administration			FT	Yes	\$101,984.69	\$101,984.69	\$0.00	\$0.00	\$0.00	\$0.00	\$101,984.69	No	
Tacy, Benjamin J	Maintenance Staff	Operational	Maintenance	No	No	PT	No	\$1,880.00	\$1,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,880.00	No	
Teele, Giselle	Maintenance Staff	Operational	Maintenance			FT	No	\$36,499.20	\$36,499.20	\$0.00	\$0.00	\$0.00	\$123.60	\$36,622.80	No	
Teller, James	Security & Threat Assessment Deputy Director	Operational	Security	No	No	PT	No	\$38,623.00	\$38,623.00	\$0.00	\$0.00	\$0.00	\$234.00	\$38,857.00	No	
Vasil, Anthony J	Maritime Business Development Manager	Managerial	Administration	No	No	FT	Yes	\$118,161.00	\$118,161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118,161.00	No	
Vaughn, Brian P	Security Officer	Operational	Security			PT	No	\$123.00	\$123.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.00	No	
Wickman, Richard P	Security Officer	Operational	Security	No	No	PT	No	\$3,756.00	\$3,756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,756.00	No	
Williams, David B	Security & Threat Assessment Director	Managerial	Security	No	No	FT	Yes	\$82,217.27	\$85,217.27	\$0.00	\$0.00	\$3,000.00	\$0.00	\$88,217.27	No	
Williams, James P	Maintenance Foreman	Managerial	Maintenance	No	No	FT	Yes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No	



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Wright, Lenox	Maintenance Staff	Operational	Maintenance			FT	No	\$38,317.20	\$42,876.38	\$4,559.18	\$0.00	\$0.00	\$0.00	\$47,435.56	No	
Yaggle, Edward	Security Officer	Operational	Security	No	No	PT	No	\$184.50	\$184.50	\$0.00	\$0.00	\$0.00	\$0.00	\$184.50	No	

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### **Benefit Information**

During the fiscal year, did the authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated with the Authority after those individuals left the Authority?	No
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### **Board Members**

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	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
Cinquanti, Michael	Board of Directors												X	
Coffey, Joseph	Board of Directors												X	
Steffens, Georgette	Board of Directors												X	
Tagliento, Dominic	Board of Directors												X	

### **Staff**

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	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
Daly, Megan E	Director of Economic Development & Procurement		X											
Hendrick, Richard, Sr J	Cheif Executive Officer		X		X		X							
Jordan, Patrick K	General Counsel		X											
Stuto, Christine M	Cheif Financial Officer		X											
Vasil, Anthony J	Maritime Business Development Manager		X											

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**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 Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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**Request Subsidiary/Component Unit Change**

Name of Subsidiary/Component Unit	Status	Requested Changes
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**Request Add Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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**Request Delete Subsidiaries/Component Units**

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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**Summary Financial Information**
**SUMMARY STATEMENT OF NET ASSETS**

			Amount
<b>Assets</b>			
<b>Current Assets</b>			
	Cash and cash equivalents		\$919,559.00
	Investments		\$499,970.00
	Receivables, net		\$2,536,068.00
	Other assets		\$50,649.00
	Total Current Assets		\$4,006,246.00
<b>Noncurrent Assets</b>			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$896,815.00
	Capital Assets		
		Land and other nondepreciable property	\$9,711,549.00
		Buildings and equipment	\$16,261,501.00
		Infrastructure	\$113,631,292.00
		Accumulated depreciation	\$64,041,508.00
		Net Capital Assets	\$75,562,834.00
	Total Noncurrent Assets		\$76,459,649.00
<b>Total Assets</b>			\$80,465,895.00
<b>Liabilities</b>			
<b>Current Liabilities</b>			
	Accounts payable		\$830,856.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$1,858,043.00
	Deferred revenues		\$52,048.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$1,144,978.00
	Total Current Liabilities		\$3,885,925.00

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<b>Noncurrent Liabilities</b>			
	Pension contribution payable		\$1,157,365.00
	Other post-employment benefits		\$3,249,549.00
	Bonds and notes payable		\$0.00
	Long Term Leases		\$3,706,913.00
	Other long-term obligations		\$1,336,603.00
	Total Noncurrent Liabilities		\$9,450,430.00
<b>Total Liabilities</b>			\$13,336,355.00
<b>Net Asset (Deficit)</b>			
<b>Net Assets</b>			
	Invested in capital assets, net of related debt		\$70,710,943.00
	Restricted		\$0.00
	Unrestricted		(\$3,581,403.00)
	Total Net Assets		\$67,129,540.00

**SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS**

			Amount
<b>Operating Revenues</b>			
	Charges for services		\$1,322,831.00
	Rental & financing income		\$3,670,855.00
	Other operating revenues		\$173,278.00
	Total Operating Revenue		\$5,166,964.00
<b>Operating Expenses</b>			
	Salaries and wages		\$1,755,834.00
	Other employee benefits		\$775,624.00
	Professional services contracts		\$445,196.00
	Supplies and materials		\$448,642.00
	Depreciation & amortization		\$2,649,939.00
	Other operating expenses		\$222,477.00
	Total Operating Expenses		\$6,297,712.00
<b>Operating Income (Loss)</b>			(\$1,130,748.00)
<b>Nonoperating Revenues</b>			
	Investment earnings		\$7,378.00
	State subsidies/grants		\$0.00

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021

Status: CERTIFIED

Certified Date: 04/01/2021

	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00
	Other nonoperating revenues		\$1,035,246.00
	Total Nonoperating Revenue		\$1,042,624.00
<b>Nonoperating Expenses</b>			
	Interest and other financing charges		\$177,698.00
	Subsidies to other public authorities		\$403,730.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total Nonoperating Expenses		\$581,428.00
	Income (Loss) Before Contributions		(\$669,552.00)
<b>Capital Contributions</b>			\$4,339,705.00
<b>Change in net assets</b>			\$3,670,153.00
<b>Net assets (deficit) beginning of year</b>			\$63,459,387.00
<b>Other net assets changes</b>			\$0.00
<b>Net assets (deficit) at end of year</b>			\$67,129,540.00

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021

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Certified Date:04/01/2021

**Current Debt**

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

**New Debt Issuances**

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021  
Status: CERTIFIED  
Certified Date:04/01/2021

#### Schedule of Authority Debt

Type of Debt			Statutory Authorization Amount (\$)	Begin Amount Total (\$)	New Debt Issuance (\$)	Amount Retired (\$)	End Amount Total (\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
<b>TOTALS</b>							



Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021

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Certified Date: 04/01/2021

**Real Property Acquisition/Disposal List**

1. Address Line1	900 South Pearl Street	Lease Data (If applicable)	
Address Line2		Market Rate(\$/square foot)	
City	ALBANY	Lease Rate(\$/square foot)	
State	NY	Lease Period (months)	
Postal Code	12202	Organization	TJCA, LLC
Plus4		Last Name	
Province/Region		First Name	
Country	United States	Address Line1	2737 Eerie Drive
Property Description	Industrial Facility/Plant	Address Line2	
Estimated Fair Market Value	\$1,280,000.00	City	WEEDSPORT
How was the Fair Market Value determined?	Appraisal	State	NY
Transaction Type	DISPOSITION SALE	Postal code	13166
If Other, Explain		Plus4	
Transaction Date	10/15/2020	Province/Region	
Purchase/Sale Price	\$1,610,000.00	Country	USA
		Relation With Board Member/Senior Authority Management?	No

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021

Status: CERTIFIED

Certified Date:04/01/2021

**Personal Property Disposal**

This Authority has indicated that it had no personal property disposals during the reporting period.

Annual Report for Albany Port District Commission

Fiscal Year Ending: 12/31/2020

Run Date: 07/19/2021

Status: CERTIFIED

Certified Date:04/01/2021

**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	<a href="http://www.portofalbany.us">www.portofalbany.us</a>
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	<a href="http://www.portofalbany.us">www.portofalbany.us</a>
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	N/A

**Additional Comments**