WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **AIRPORT**

DATE: August 17, 2006

Committee Members Present:		**Others Present:**
Supervisors	Tessier	Marshall Stevens, Airport Manager
	Stec	William Remington, DPW Superintendent
	O'Connor	William H. Thomas, Chairman
	Mason	Joan Parsons, Commissioner of Administrative & Fiscal Services
Committee Members Absent:		Joan Sady, Clerk of the Board
Supervisors:	Haskell	Jonathan Lapper, Counsel to Richard Schermerhorn
	Barody	
	Girard	Debra L. Schreiber, Legislative Office Specialist

Mr. Tessier called the meeting to order at 2:34 p.m.

Motion was made by Mr. Mason, seconded by Mr. O'Connor, and carried unanimously to approve the minutes of the June 26, 2006 committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Marshall Stevens, Airport Manager, who distributed copies of his Agenda to the committee members, and a copy of same is on file with the minutes.

Commencing with Item 2 of the agenda, Mr. Stevens apprised he received a letter from the attorney representing Adirondack Soaring Group, Inc. notifying him Warren County did not have the appropriate insurance coverage to host the glider competition. Mr. Stevens stated after he consulted with the necessary parties involved, as well as T.D. Banknorth, Paul Dusek, County Attorney, requested that each glider participant provide the County with a certificate of insurance naming the County as an additional insured. Mr. Tessier commented he thought the County had coverage for events such as these with the prior insurance company and, therefore, suggested doing a cost comparison between the two insurance policies. Upon inquiry relative to the different events, Mr. Stevens said he was advised that because the glider event was billed as a competition, it became an exclusion to the policy. He further commented the County required $1 million liability coverage from the fixed based operators (FBO) and suggested perhaps the time had come to review the current insurance policy.

Mr. Stec entered the meeting at 2:40 p.m.

Continuing on with Item 3, pursuant to the contract with Rozell East, Inc., Mr. Stevens related the new maintenance hangar was expected to be completed by August 14, 2006. While there were a few minor necessities to be finished, he said they did a tremendous job considering the weather conditions. Mr. Stevens commented there were two unanticipated modifications to the contract; a) replacement of the hot water heater with an "on-demand" heater; and b) the changeover of the sewer which he expected to be completed by September. He queried whether it was the desire of the committee to host a ribbon cutting ceremony since it had been 60 years since the construction of the last building. At the last meeting, Mr. Stevens said the committee discussed modifying the contract with the fixed based operator (FBO) but Mr. Tessier encouraged a viable relationship between the FBO and the County and complimented them for a job well done.

Chairman W. Thomas and Paul Dusek, County Attorney, entered the meeting at 2:42 p.m.

Mr. Stevens said essentially the Airport Layout Plan, Item 1 of the agenda, was developed from the Airport Master Plan. Upon execution of the Airport Layout Plan, he said it would be submitted to the Federal Aviation Administration (FAA) for approval. He noted while the layout plan had not been officially approved, they performed their work accordingly.

Motion was made by Mr. Mason, seconded by Mr. O'Connor and carried unanimously authorizing the execution of the Airport Layout Plan and the necessary resolution was authorized for the September board meeting. A copy of the resolution request form is on file with the minutes.

Continuing on with Item 4 of the agenda, Mr. Stevens apprised that Mr. Schermerhorn had completed construction on the two existing hangars and had expressed a desire to construct two additional hangars. While there were a few details to be arranged, he commented an environmental assessment had been performed that identified the ditch as wetlands. He said Mr. Schermerhorn's decision for hangar location would determine whether mitigation would be required. Mr. Stevens indicated there were two other possible alternative locations for hangars based on the demand and businesses Mr. Schermerhorn had marketed.

Privilege of the floor was extended to Jonathan Lapper, attorney for Rich Schermerhorn, who apprised the committee it was the intent of Mr. Schermerhorn to enter into two lease agreements, with one agreement conditioned upon the possibility of wetland mitigation. Due to the increased demand for hangar space, he said Mr. Schermerhorn was requesting two agreements but he would like to commence construction on one immediately. Mr. Dusek explained new lease agreements would be required necessitating a public hearing and environmental review (SEQRA). Mr. Lapper stated Mr. Schermerhorn preferred both agreements despite one agreement being conditioned upon regulatory approval for the wetlands. Following a discussion that ensued relative to the wetland mitigation, Mr. Dusek commented the lease would be delayed until the SEQRA (State Environmental Quality Review Act) was resolved. Therefore, Mr. Lapper stated his client would rather seek County Board approval to authorize the one lease. Mr. Dusek asked Mr. Tessier, Chairman of the Airport Committee, if the committee was in favor of one lease vs. two leases and would the terms of the lease be the same as the previous leases. Mr. Stevens added the County had already completed the National Environmental Policy Act (NEPA) that resulted in no significant impact based on mitigation but they would be required to do a SEQRA review for the lease only. Mr. Dusek suggested investigating the matter further and upon committee approval, they would prepare the necessary resolutions for the September board meeting with a public hearing at the October Board Meeting. Mr. Tessier commented the general consensus of the board was in favor of constructing additional hangars.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried unanimously to approve the request to enter into a lease agreement with Schermerhorn Commercial Holdings, L.P. to construct another maintenance hangar as outlined above and the necessary resolution was authorized for the September board meeting. A copy of the resolution request is on file with the minutes.

While Items 5 and 6 of the agenda were similar, Mr. Stevens indicated the FAA indicated there were grant funds available for a new snow removal equipment building which would replace the garage that housed the maintenance equipment. He added the new building would be located at the southwest corner of the Fisher parcel. Mr. Stevens explained he had requested two resolutions associated with the new equipment building: 1) establish a Capital Project in the amount of $119,800 for design of the snow removal equipment building; and 2) authorize an agreement with C&S Engineers in the amount of $1,500 to perform the IFE. In order to obtain the grant funding, he said the FAA required the Independent Fee Estimate be performed prior to August 31, 2006. Joan Sady, Clerk of the Board, explained the committee could establish the capital project, authorize the contract, and the request could be brought to the August 18th Board of Supervisors meeting. Mr. Dusek stated his office would draft the resolutions and the committee could bring them from the floor at the August 18, 2006 board meeting.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously approving the requests as outlined above and the necessary resolutions were authorized for the August board meeting. Copies of the resolution request forms are on file with the minutes.

Mr. Dusek exited the meeting at 3:00 p.m.

Mr. Stevens apprised Item 6 of the agenda involved the rehabilitation of Runway 12-30 and the safety areas. He requested approval to establish a Capital Project in the amount of $177,000 and to authorize a contract with Stantec Consulting Group, Inc. in the amount of $2,000 for the IFE.

Motion was made by Mr. Stec, seconded by Mr. O'Connor and carried unanimously approving the requests as outlined above and the necessary resolutions were authorized for the August board meeting. Copies of the resolution request forms are on file with the minutes.

The final item on the agenda was the review of the proposed 2007 Airport Budget (A.5610). The 2007 request totaled $760,280, in comparison to the 2006 appropriation of $659,252.00, an increase of $101,028.

Privilege of the floor was extended to William Remington, Department of Public Works (DPW) Superintendent, who explained there were increases in most utility and equipment expenses. Regarding the .4's, Contractual Expenses, Mr. Stevens reported the

Miscellaneous Fees and Expenses (.439) increased due to the finance payment on the maintenance hangar. He said in discussions with Joan Parsons, Commissioner of Administrative & Fiscal Services, she indicated while the finance payment may not appear in the adopted 2007 Airport budget, it should be reflected in the 2007 proposed budget. He noted there were a few offsets to the federal funding projects (the land acquisition with the Powers property and snow removal equipment building); however, because the Runway 12-30 project involved wetlands, he said he did not anticipate construction commencing in 2007. Mr. Remington indicated while the 2006 revenues increased slightly and last year's budget was approximately $100,000 less, they had a fairly ambitious plan of anticipated projects.

After reviewing the salary of the airport managers and the tremendous job that Mr. Stevens had done in the past six years at the airport, Mr. Remington asked the committee to consider an increase in the Airport Manager's salary. Mr. O'Connor apprised he was in favor of the increase in the Airport Manager's salary but queried whether all people who worked at the airport were listed within the Department of Public Works (DPW) and if they were assigned only to the airport. Mr. Remington replied all employees in the budget were employed full-time at the airport except one.

Motion was made by Mr. Stec, seconded by Mr. O'Connor and carried unanimously to approve the 2007 Airport Budget, authorize the Chairman to sign it and forward same to the Budget Officer.

There being no further business to come before the Airport Committee, on motion by Mr. Stec, seconded by Mr. Mason, Mr. Tessier adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist