

**PUBLIC WORKS COMMITTEE MEETING**  
**Tuesday July 27, 2010 - @ 0930**

	Attachments	<b>AIRPORT AGENDA</b>	
MINUTES 1.		APPROVAL OF PREVIOUS MEETING MINUTES FROM June 29, 2010	CHM. BELDEN
NEW BUSINESS			CHM. BELDEN
2.	No	<b>Resolution Request</b> – To enter into an agreement with EAA chapter 353, permitting a Young Eagles flying event on Saturday October 2 with a Sunday October 3 rain date.	Don DeGraw
3.	Yes	<b>Travel Request</b> – To authorize out of state travel for the airport manager to attend the AAAE-NEC 52 <sup>nd</sup> annual conference in Burlington, VT on August 16 <sup>th</sup> , 2010 as a one day attendee.	Don DeGraw
4.	Yes	<b>Travel Request</b> – To authorize the airport manager to attend Aviation Career Education camp in Springfield, Vermont on August 18 <sup>th</sup> , 2010 as a guest speaker.	Don DeGraw
5.	Yes	<b>Resolution Request</b> – To apply for a grant to reimburse county \$9304 from a closed 2005 FAA/Airport project, due to a FAA “accounting error”.	Don DeGraw
OLD BUSINESS			CHM. BELDEN
REFERRALS			
6.		Attached. “August 2010”	Don DeGraw
PRIVILEGE OF THE FLOOR			CHM. BELDEN
ADJORNMENT			CHM. BELDEN

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: DPW - Airport**

**DATE: July 22, 2010**

- (a) Purpose of Request: To authorize an agreement/s with "EAA Chapter 353" to the use of the Floyd Bennett Memorial Airport for a Young Eagles - Fly In event scheduled on October 2 & 3, 2010.
- (b) Details: The agreement shall be for a scheduled young eagles flying event.
- (c) Previous Resolution Number: NA

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The DPW (Supervisory Committee) hereby authorizes Don DeGraw (Employee Name)

to attend 52nd Annual NEC / AAAE Conf. (Name of meeting or organization)

at Burlington, VT (Address)

on Aug 16<sup>th</sup>, 2010 (Dates) Mode of transportation to be used PERSONAL Vehicle (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain: NO COST TO COUNTY

Proper documentation must be attached when submitting for approval. (Please check documents attached)

- Notice of meeting or convention including cost.

ONE DAY Registration  
↳ \$150.00  
Total Cost

For Overnight Travel

- Room rate \$ N/A
- Meal costs - GSA\* per diem rate \$ N/A

GSA\* Rate \$ N/A

\*www.gsa.gov

Date: 7/27/10

  
Department Head Signature

Date: 7/27/10

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

\*\*\*\*\*

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

\*\*\*\*\*

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

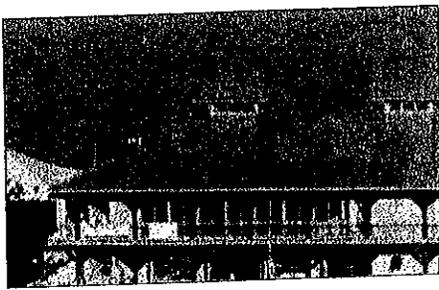
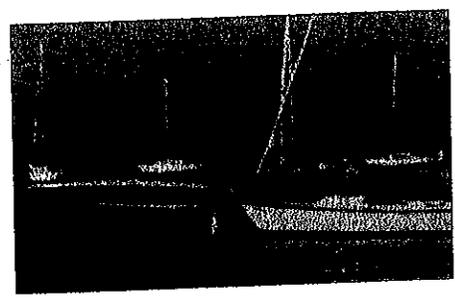


Northeast Chapter / American Association Of Airport Executives  
52nd Annual Conference

HOME	PROGRAM	TRAVEL LODGING	HOST SPONSORS	EXHIBITORS	NEWS FLASH
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**Conference Schedule**

[Preliminary Draft 2010 NEC Program](#)



**Conference Schedule**

- [Conference Schedule](#)
- [Guest Program](#)
- [Event Registration](#)



Click Here to...  
**Tell-a-Friend!**  
about the  
**Annual  
Conference**

**52nd Annual NEC/AAAE Conference  
Burlington, Vermont**

**Draft Program**

**SATURDAY, AUGUST 14, 2010**

11:00 a.m. - 4:00 p.m.	<b>Conference Registration- Diamond Room Foyer</b>  <b>Conference Hospitality Area- Diamond Room Foyer</b>	2nd level, Sheraton Convention Center  water/drinks/snacks
2:30 p.m. - 3:30 p.m.	<b>2010 NEC / AAAE Conference Committee Meeting</b>	(Diamond BallRoom I)
5:00 p.m. - 7:00 p.m.	<b>Welcoming Icebreaker Reception</b>	("G"s in the Sheraton)

Evening dinner on your own:

Information will be available at the registration desk highlighting local Burlington restaurants, evening venues and waterfront activities in the Burlington and nearby areas.

Note: The Lake Champlain Maritime Festival occurring on the Burlington waterfront from August 12 -15. Information available at [www.lcmfestival.com](http://www.lcmfestival.com). Special guest and performance by Grace Potter & the Nocturnals on Saturday night.

**SUNDAY, AUGUST 15, 2010**

8:00 a.m. - 4:00 p.m.	<b>Registration- Diamond Room Foyer</b>  Conference Hospitality Area Diamond Room Foyer	2nd level, Sheraton Convention Center  2nd level, Sheraton Convention Center
8:00 a.m. - 9:00 a.m.	<b>Welcome Breakfast</b>	Diamond Ballroom I
9:00 a.m. - 9:30 a.m.	<b>Exhibitor Meeting</b>	Diamond Ballroom II
8:00 a.m. - 11:00 a.m.	<b>Exhibitor Set-Up</b>	Emerald Salon I and II
9:30 a.m. - 10:30 a.m.	<b>International Aviation Snow Symposium Committee Meeting</b>	Diamond Ballroom II

#3

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The DPW hereby authorizes Donald DeGraw  
 (Supervisory Committee) (Employee Name)

to attend Aviation Career Education Camp  
 (Name of meeting or organization)

at Springfield, VT  
 (Address)

on Aug 18, 2010 Mode of transportation to be used PERSONAL Vehicle  
 (Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:  
NO COST TO COUNTY

Proper documentation must be attached when submitting for approval.  
 (Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ \_\_\_\_\_
  - Meal costs - GSA\* per diem rate \$ \_\_\_\_\_
- GSA\* Rate \$ "NO COST"  
\*www.gsa.gov

Date: 7/27/10

[Signature]  
 Department Head Signature

[Signature]  
 Committee Chairman Signature

Date: 7/27/10

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE  
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# **RESOLUTION REQUEST FORM NO. 5**

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME: DPW**

**DATE: July 22, 2010, 2010**

- (a) Purpose of Grant: Authorizing the Chairman of the Board of Supervisors, in applying for and executing a grant agreement with the FAA, to have final reimbursement for a previously closed out FAA grant paid to the county. The final payment for \$9304 was never paid to the county due to an FAA "accounting error". This grant will be included in a comprehensive 3 project grant which includes: Airport Snow Blower and Airport ARFF Building Expansion design. This grant will be titled: Phase II - Runway Weather System Information System project.
- (b) Name of Grantor: FAA-AIP / NYS DOT
- (c) Address of Contractor: FAA - ADO, 600 Old County Road, Suite 446, Garden City, NY 11530 & NYS - DOT Albany
- (d) Grantor's Contact Person and Telephone Number: John Dermody, Manager 516-227-3803
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? n/a
- (f) Effective Date of Grant: n/a
- (g) Termination Date of Grant: n/a
- (h) Total Dollar Amount Involved (not to exceed): \$9304 reimbursement, no cost to county
- (i) Deadline to Submit Grant Application and/or Grant Agreement: ASAP
- (j) Is a Budget amendment required? no If yes, also complete and submit Form No. 7.

#5

- (k) Are the funds to go into a Capital Project or Capital Reserve Project? no If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? no If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount OR Capital Project OR Capital Reserve Project Number and Title and Amount:



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www.cscos.com

# Memo

**To:** Mr. Donald P. DeGraw  
**From:** Kelli Walters  
**Date:** July 21, 2010  
**Re:** Runway Weather Information System  
FAA AIP 3-36-0033-22-01  
**File:** 107.019

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The final reimbursement request for this grant in the amount of \$9,304 was submitted to the FAA on July 29, 2005. Per the FAA's Final Project Cost Review Report, the final request was not paid due to an accounting error.

The grant was closed by the FAA in August 2005 and cannot be re-opened. Rob Levine has agreed to fund this as a Phase II project in the County's 2010 grant along with the replacement of the snow blower and design of the ARFF building expansion. This will be included in the grant as a separate line item.

The County has already paid these expenses. There will be no additional cost to the County for including this in the grant.

If acceptable, we will prepare a revised grant application for the County's signature.

#5

## REFERRALS - AUGUST 2010

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### AIRPORT:

1)

Committee authorized further studies relating to the benefits of procuring an easement on the Forest Enterprises parcel, as well as to consider the possibility of an exchange of properties.  
(04.01.10)

