

**PUBLIC WORKS COMMITTEE MEETING**  
**Wednesday September 1, 2010 - @ 0930**

	Attachments Y or N	<b>AIRPORT AGENDA</b>	
MINUTES 1.		APPROVAL OF PREVIOUS MEETING MINUTES FROM <b>July 27, 2010</b>	CHM. BELDEN
NEW BUSINESS			CHM. BELDEN
2.	Yes	<b>Resolution Request</b> – To enter into an agreement C & S Engineers to perform design services for the (ARFF) Airport Fire House bay expansion, designed for the new fire truck. (97% FAA Funded \$20,000 with \$500 county share)	Don DeGraw
3.	Yes	<b>Resolution Request</b> – To enter into an agreement with North Country Heli Flight to operate commercial helicopter operations based out of the Floyd Bennett Memorial Airport. (Helicopter flight instruction and Helicopter Scenic Tours)	Don DeGraw
OLD BUSINESS			CHM. BELDEN
REFERRALS			
4.	Yes	Attached. "September 2010"	Don DeGraw
PRIVILEGE OF THE FLOOR			CHM. BELDEN
ADJORNMENT			CHM. BELDEN

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: DPW - Airport**

**DATE: August 27, 2010**

- (a) Is this a Result of a Bid or Request for Proposal? FAA Grant AIP
  
- (b) Purpose of Contract: To authorize the Chairman to enter into an agreement with C & S Engineers to perform an "ARFF Building Expansion Design" project, in conjunction with Resolution 425 of 2010 (ARFF Building Expansion Design Project Grant) (Capital Project - H316).
  
- (c) Name of Contractor: C & S Engineers
  
- (d) Address of Contractor: 499 Col. Elleen Collins Blvd., Syracuse, NY 13212
  
- (e) Contractor's Contact Person and Telephone Number: Chris Brubach 315-455-2000
  
- (f) Has or will the Contract be provided, if so, please attach: To be provided.
  
- (g) Commencement Date of Contract: When approved.
  
- (h) Termination Date of Contract: When grant is closed.
  
- (i) Payment Provisions:
  - i) lump sum amount \$20,000
  - ii) hourly rate amount NA
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Monthly
  
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Transfers Capital Project - A9950 910- 95% F/ 2.5% S & L

# **SCHEDULE A**

## **SCOPE OF SERVICES**

**PROJECT TITLE:** ARFF EXPANSION  
**AIRPORT NAME:** FLOYD BENNETT MEMORIAL AIRPORT  
**SERVICES PROVIDED:** DESIGN

### **PROJECT DESCRIPTION:**

The CONSULTANT shall provide required services to design the ARFF Expansion project (the "Project"). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP).

Project generally involves the construction of a bay addition to the existing SRE building, including all related mechanical, structural, architectural, electrical and site/civil construction components.

Services to be provided by the CONSULTANT shall include architectural, civil, electrical, structural, and mechanical engineering services, as applicable, required to accomplish the following items ("Basic Services"):

### **ADMINISTRATION PHASE**

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the Project's design. In addition, the CONSULTANT shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.
2. Aid the SPONSOR by acting as its liaison and Project coordinator with the funding agencies. The construction budget for the Project is \$250,000. The CONSULTANT shall evaluate the feasibility of this budget, based upon the CONSULTANT'S experience as a design professional, and keep the SPONSOR apprised during each phase of the Project of the results of such evaluation. The CONSULTANT shall advise the SPONSOR as to options available for reducing construction costs to stay within the budget, if it appears likely that contractor bid prices will exceed this budget.

### **SCHEMATIC DESIGN PHASE**

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The CONSULTANT will evaluate alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction projects in an effort to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the SPONSOR to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction.

# Warren County Board of Supervisors

## RESOLUTION NO. 425 OF 2010

Resolution introduced by Supervisors Belden, Bentley, Stec, Merlino, Champagne, Pitkin, Loeb, McCoy and Conover

### AUTHORIZING SUBMISSION OF GRANT APPLICATION TO FEDERAL AVIATION ADMINISTRATION/NEW YORK STATE DEPARTMENT OF TRANSPORTATION TO FUND ARFF BUILDING EXPANSION DESIGN PROJECT - AIRPORT

RESOLVED, that the Airport Manager submit a grant application to the Federal Aviation Administration/New York State Department of Transportation for funding of the ARFF Building Expansion Design Project ("Project"), for an amount not to exceed Twenty Thousand Dollars (\$20,000), and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the same, and be it further

RESOLVED, that upon notification of the awarding of grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant agreement and/or any other documentation required to obtain and/or utilize the funds, without the need for further resolution(s), and be it further

RESOLVED, that the County's share of the Project, which is expected to be Five Hundred Dollars (\$500), be expended from Capital Project No. H316.9550 280 - ARFF Building Expansion Design.

Need RR  
for CTS  
Contract  
to perform

# **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: August 27, 2010**

- (a) Purpose of Request: To enter into a commercial operating agreement with North Country Heli-Flight (NCHF) (Bruce Mowery, Owner).
  
- (b) Details: Bruce Mowery of NCHF seeks approval from the County to commercially operate a helicopter only flight school and scenic flight tour business, based out of the Floyd Bennett Memorial Airport. Mr. Mowery indicates he will meet or exceed the minimum standards set forth by the airport. He will provide the county with 3% of his gross income (airport generated only), with a guaranteed minimum annual payment of \$1800.
  
- (c) Previous Resolution Number: N/A

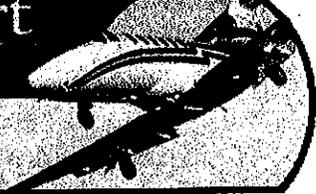
# Floyd Bennett Memorial Airport

warren county, new york

148 Queensbury Ave., Rm. 201, Queensbury, New York 12804

Tel: 518-792-5995, Fax: 518-792-0783

e-mail: airport@warrencountydpw.com



## MEMORANDUM

**Date:** August 26, 2010

**From:** Don DeGraw, Airport Manager

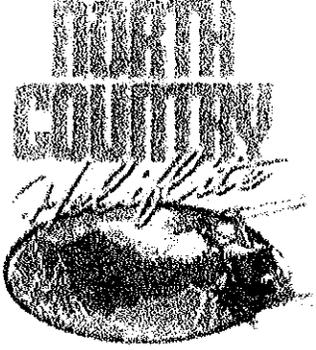
**To:** Warren County – Public Works Committee (Airport)

**Subject:** North Country Heli-Flight, Proposal for Limited FBO Agreement

The purpose of this correspondence is to inform the Public Works Committee of a request from North Country Heli-Flight (NCHF) to operate commercially at the Floyd Bennett Memorial Airport. NCHF is seeking approval to enter into a commercial operating agreement to perform the following services: Helicopter flight instruction, Helicopter scenic flights and eventually Helicopter (FAR part 135) Charter Operations.

NCHF will meet the Airports Minimum Standards as noted below.

Minimum Standard (MS) Described	Meeting Minimum Standard? Y / N	Comments
Ground Space Lease	Yes	A sub-lease agreement with FBO on office space in old hangar, NCHF to renovate existing office to meet requirement in MS.
Aircraft Parking	Yes	Lease Hangar space from FBO.
Hours of Operation	Yes	8 hours per day, 7 days per week with available "on call" service
Personnel	Yes	2 full time flight instructors (as needed) with available "on call" service.
Aircraft	Yes	R22 & R44 Helicopters
Equipment and Facilities	Yes	Adequate classroom equipment and space.
Insurance Coverage	Yes	As Determined By County Attorneys Office
<b>Proposed Term</b>	<b>1-5 Years</b>	<b>As Determined.</b>
<b>Proposed Fee to County</b>	<b>3% Gross</b>	<b>Guaranteed Minimum \$1800 Annually.</b>



August 27, 2010

To: Don DeGraw, Warren County Airport Manager  
Warren County Airport Committee

#### PROPOSAL

North Country Heli-Flite, Inc., (NCHF), is presently engaged in scenic flights, photo flights, and flight instruction at both Rutland Airport in Vermont and Argyle Airport in New York. We are presently looking for a permanent base of operations and would like that to be at Warren County airport. We have been diligently trying to establish ourselves at Warren County airport and have come up with a short term solution to meet both our needs and your requirements.

Presently, we base two aircraft in the old main hangar where the office space, which we will rent from Rich Air, is also located. Our future goal, 2 to 4 years from now, is to build our own hangar on the field and base our operations there.

Currently, we operate one Robinson R-44 helicopter and one Robinson R-22 helicopter. The R-44 is a four place helicopter primarily used for scenic tours and photo sessions. We are also in the process of obtaining our Part 135 Air Tours Certificate. The R-22 is used primarily for flight instruction. Both aircraft are owned by NCHF.

At present, there are two primary people involved in the day to day operations. I, Bruce Mowery, am in charge of the daily scheduling of scenic and photo flights and am an instrument rated commercial multi engine airplane pilot and a commercial rotor wing pilot. Zachary Miller is a CFII airplane instructor, CFII rotor wing instructor and a multi engine airplane instructor and will be in charge of the helicopter flight school.

Don DeGraw presently has our insurance certificates and LOA on file and NCHF will provide any other documents that the county may require.

NCHF was established approximately four years ago as a part time scenic tour operation. We added a flight school in April of this year and currently have eight students. As soon as we establish a permanent home base, we intend to aggressively market the school as well as tours.

NCHF is offering to compensate Warren County 3% of its revenue generated out of the airport for a 5 year agreement with the county. NCHF will maintain its office space at its own expense for the term of its lease with both Rich Air and Warren County.

#### Revenue for both Warren County and Rich Air

- I. Based on a minimum \$60,000 gross income for NCHF, the county will receive \$1,800 as a minimum payment annually.
- II. There are currently 2 aircraft hangared at the airport.
- III. Fuel sales are averaging \$3,100 per month annually.
- IV. The amount of activity generated by NCHF with the number of people brought to the airport through scenic flights and flight instruction benefits the coffee shop as well as the airport exposure.

NCHF is also working with Adirondack Community College to bring aviation related courses to the college and include flight instruction so students will have the opportunity to get financing for their flight instruction as well as a degree.

In closing, NCHF will make a good fit for the Warren County airport, and all will benefit. We have excellent growth potential, talented people involved and look forward to working with Rich Air and the county.

Thank you,

Bruce Mowery

## **REFERRALS - SEPTEMBER 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. Messrs. Dusek and DeGraw to meet with property owners on the matter and will provide an update to the Committee in executive session at a future meeting. (07.27.10)