

WARREN COUNTY DPW COMMITTEE MEETING

**Tuesday, March 1, 2011
09:30 am**

Airport AGENDA

**CALL TO ORDER..... Chairman Dan Belden
APPROVAL OF MINUTES..... Chairman Dan Belden
NEW BUSINESS.....Chairman Dan Belden**

Travel Requests

- **1 – RR to authorize in state travel for two airport maintenance workers to attend the AAAE Basic Airport Safety and Operations Specialist School in Buffalo, NY April 15-18, 2011. This is mandatory training set forth in the FAA approved airport certification manual (section 303.5.b). Brian Gereau & To Be Determined ...DPW Superintendent Jeff Tennyson**
- **2 – – RR to authorize in state travel for two airport maintenance workers to attend the FAR part 139 Annual live fire training school in Rochester, NY April 15-18, 2011. This is mandatory Airport Rescue and Firefighting training set forth in the Airport’s FAA approved airport certification manual (section 319.i.3). Brian Gereau & Derrick Blackmer ...DPW Superintendent Jeff Tennyson**

Notice of intent to fill vacant position

- **3 – RR to recommend the county enter into an Airport Real Property Lease with Chris Hatin & Bruce Mowery (establishing an LLC., to be named later), for the construction of a commercial use aircraft hangar building with office space (total size approximately 90'x144' (15,400 sq. ft includes 5 foot buffer)), and to set a public hearing and to commence a SEQR review of the proposed project. ...DPW Superintendent Jeff Tennyson**
-

Items of Interest:

- **Tree clearing on VMJR companies property adjacent to airport – update (about 60% complete)**

**OLD BUSINESS..... Chairman Dan Belden
REFERRALS..... Chairman Dan Belden
PRIVILEGE OF THE FLOOR..... Chairman Dan Belden
ADJOURNMENT..... Chairman Dan Belden**

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

In-State (needs Supervisory Committee authorization)

Out-Of State (needs Board resolution)

→ BRIAN Gereau

The DPW-Airport hereby authorizes → To Be Determined
(Supervisory Committee) (Employee Name)

to attend AAAE → Basic Airport Safety + Operations Spec. School
(Name of meeting or organization)

at Buffalo, New York
(Address)

on April 15, 16, 17, 18. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:
N/A

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

Notice of meeting or convention including cost.

3 NIGHTS x 2 = \$ 714.00
\$450 x 2 - Registration = \$ 900.00
misc. = \$ 175.00

\$ 1789

For Overnight Travel

Room rate \$ 119
 Meal costs - GSA*per diem rate \$ 56 GSA* Rate \$ 98

*www.gsa.gov

Date: 3/1/11

[Signature]
Department Head Signature

Date: 3/1/11

[Signature]
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.

General Information

In the continual effort to present affordable airport training programs, the American Association of Airport Executives (AAAE) and the Northeast Chapter AAAE are pleased to present both Basic and Advanced Airport Safety and Operations Specialist (ASOS) Schools, to be held April 16-17, 2011, in Buffalo, New York. These schools are for Northeast Chapter members, International Aviation Snow Symposium attendees and all other airport operations personnel in the Northeast region.

WHO SHOULD ATTEND?

Since 1989, ASOS Schools have become a regular and recurring part of virtually every airport's training program for operations personnel. Taught by airport industry professionals, these courses are designed to make the individual aware of Part 139 airport certification program and other safety responsibilities, as well as enhance the professionalism of airport operations personnel. These professional schools are specifically tailored for airport personnel responsible for the day-to-day operations of public-use and shared-use airports throughout the United States.

Basic ASOS School

The Basic ASOS School is designed for individuals who are relatively new to airport operations, or have not attended a Basic ASOS before and are currently working in airport management, planning or operations. The following topics (*subject to change*) will be addressed at the Basic ASOS School:

- FAR Part 139: Certification and Regulations
- Airport Certification Manual and Self-Inspection
- ARFF Requirements and Emergency Planning
- Operational Readiness
- Wildlife Management
- Winter Operations
- Basic Airport Layout
- NOTAMS

Basic

1. Learn 14 CFR Part 139 subject matter from aviation industry professionals
2. ASOS schools are an excellent option available for airport operators to comply with 139.303(c-e)
3. Become familiar with the latest Advisory Circulars (AC) as it relates to Airport Operations
4. Network with Airport Operators and industry professionals from around the country
5. Apply airport operational techniques learned from this course to your airport

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The DPW-Airport hereby authorizes Brian Gereau + D. Blackmer
(Supervisory Committee) (Employee Name)

to attend FAR part 139 - Annual Live Fire Training
(Name of meeting or organization)

at NE Fire Training Center, Monroe Comm. College - Rochester, N.Y.
(Address)

on April 11, 12, 13 Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain: N/A

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

Room Total → \$412
 Est. meals → \$150
 Registration → \$476
 Total → \$1038

For Overnight Travel

- Room rate \$ 103.00
- Meal costs - GSA*per diem rate \$ 51

GSA* Rate \$ 96.00

*www.gsa.gov

Date: 3/11/11

[Signature]
Department Head Signature

Date: 3/11/11

[Signature]
Committee Chairman Signature

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ARFF Live Training - 2011

The Northeast Fire Training Center at Monroe Community College announces the following available training dates for Aircraft Rescue and Fire Fighting. The courses offered will result in the award of college-level academic credit.

FPT-136 Specialized Aircraft Fire Fighting

This eight-hour class provides firefighters with the skills and knowledge associated with specialized aircraft fires. These fires could include cockpit, galley, passenger cabin, lavatory, baggage compartment, wheel and brake, engine and local spill type fires. This course utilizes both classroom and live fire training scenarios, and also exceeds FAR Part 139 annual requirements for live fire training.

Price: \$300.00* per person. New York State residents can reduce this cost by \$62.00 by providing Certificate of Residence forms prior to the start of class.

**Spring 2011 DATES:
April 12th and 21st
May 3rd and May 24th**

Other dates as requested

Tuesday - April 12, 2011

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: February 24, 2011

- (a) Purpose of Request: To recommend the county enter into an Airport Real Property Lease with Chris Hatin & Bruce Mowery (establishing an LLC., to be named later), for the construction of a commercial use aircraft hangar building with office space (total size approximately 90'x144' (15,400 sq. ft includes 5 foot buffer)), and to set a public hearing and to commence a SEQR review of the proposed project.

- (b) Details: 1. Payment of annual rent of .50 cents per square foot of real leased property (\$7,700 approximate annual rent(includes 5' buffer zone)). 2. Lease term 30 years with additional 10 year option. 3. County retains first option to buy, should the tenant desire to sell. 4. At end of lease the County has right to purchase building for \$1.00, and other provisions as determined by actual lease agreement.

- (c) Previous Resolution Number: NA

#3

Proposed Real Property Lease
Commercial Use
Chris Hatin & Bruce Mowery

Christopher Hatin
9 Pinewood Hollow Road
Queensbury, NY 12804

February 14th, 2011

Mr. Jeffrey E. Tennyson, P.E.
Superintendent of Public Works
Warren County Department of Public Works
4028 Main Street
Warrensburg, New York 12885

Dear Mr. Tennyson,

Please accept this Letter of Intent as a formal request to lease approximately 15,400 sq. ft. of Warren County/Floyd Bennett Memorial Airport property for an aviation hangar/office project.

The project will consist of the construction of a 90' x 120' hangar, with an office area on the east exposure consisting of a 90' x 24' area. The west exposure of the building will align with the existing fence line as not to disturb the security of the airport property.

A parking area with 10-16 spaces will be located on the east side of the building, with its entrance going south to the Greater Glens Falls Transit access road.

A ramp area on the west exposure of the building of approximately 15,000 sq. ft. will be connected to the existing T-hangar ramp taxiway by a 35' wide access taxiway.

A conceptual diagram of the building/ramp/parking area is attached for your review.

All access to property that may be developed to the north of the project will be fully accessible with right-of-ways for aircraft via the ramp area and for motor vehicles via the parking area.

The project will provide leased space, initially, for the following:

- A limited-use FBO, specifically a flight training center for both fixed wing and rotary wing aircraft by North County Heliflite, with required office space
- Construction and sales space for Light Sport Aircraft manufactured by Bushwhacker Aircraft Company, LLC, with required office space

#3

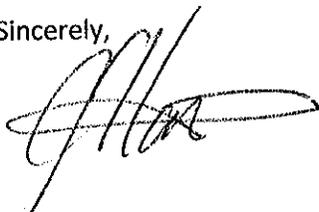
Proposed Real Property Lease
Commercial Use
Chris Hatin & Bruce Mowery

The building will be held as its own business entity, and space may be leased to other entities that meet the Airport Minimum Standards for aviation related businesses that are approved by the Board.

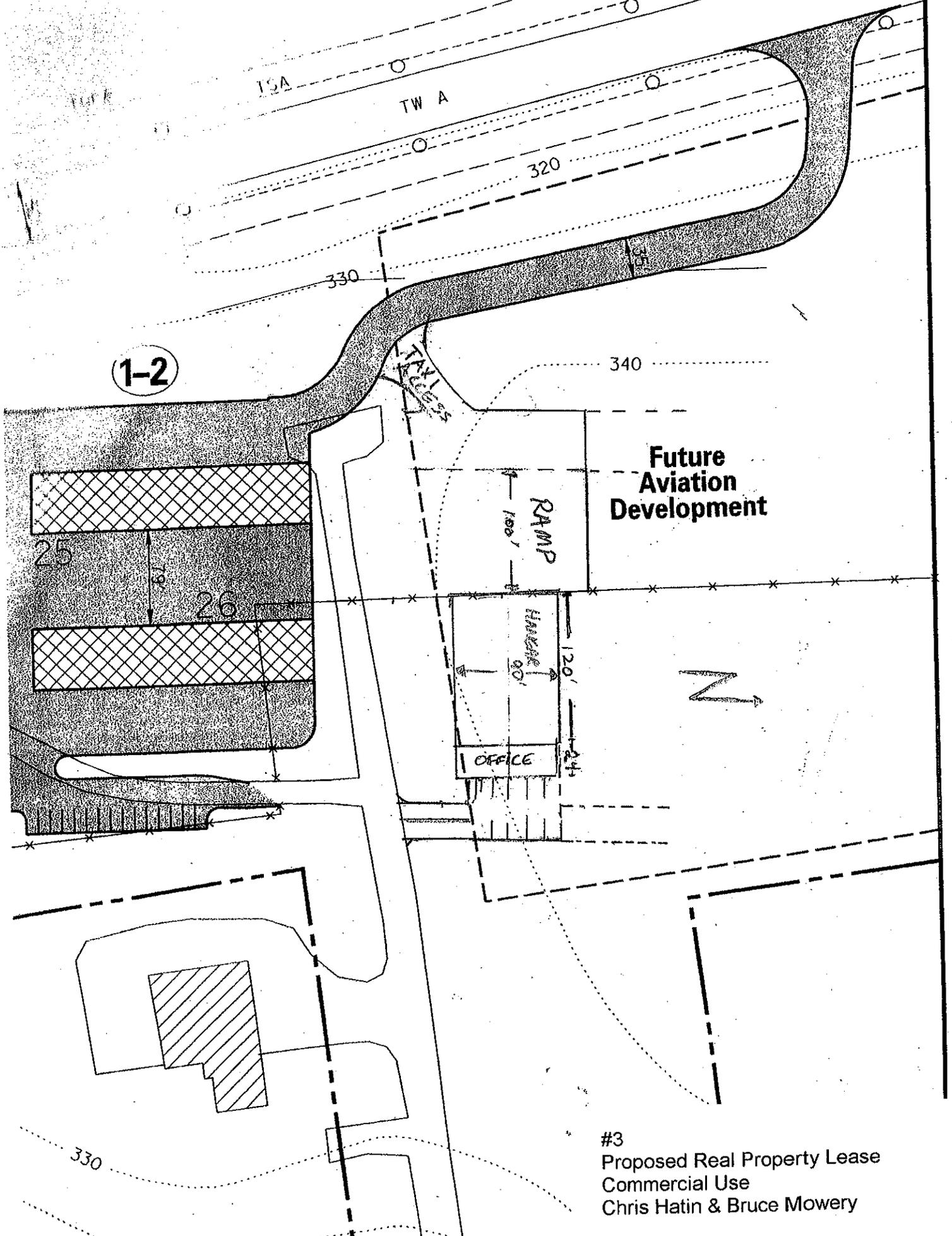
It is the intention of the principles to begin construction on the project immediately and without delay, providing we have met the County's requirements and approval processes.

I look forward to working with you and Warren County on this exciting project that will greatly benefit the aviation community at the Floyd Bennett Memorial Airport.

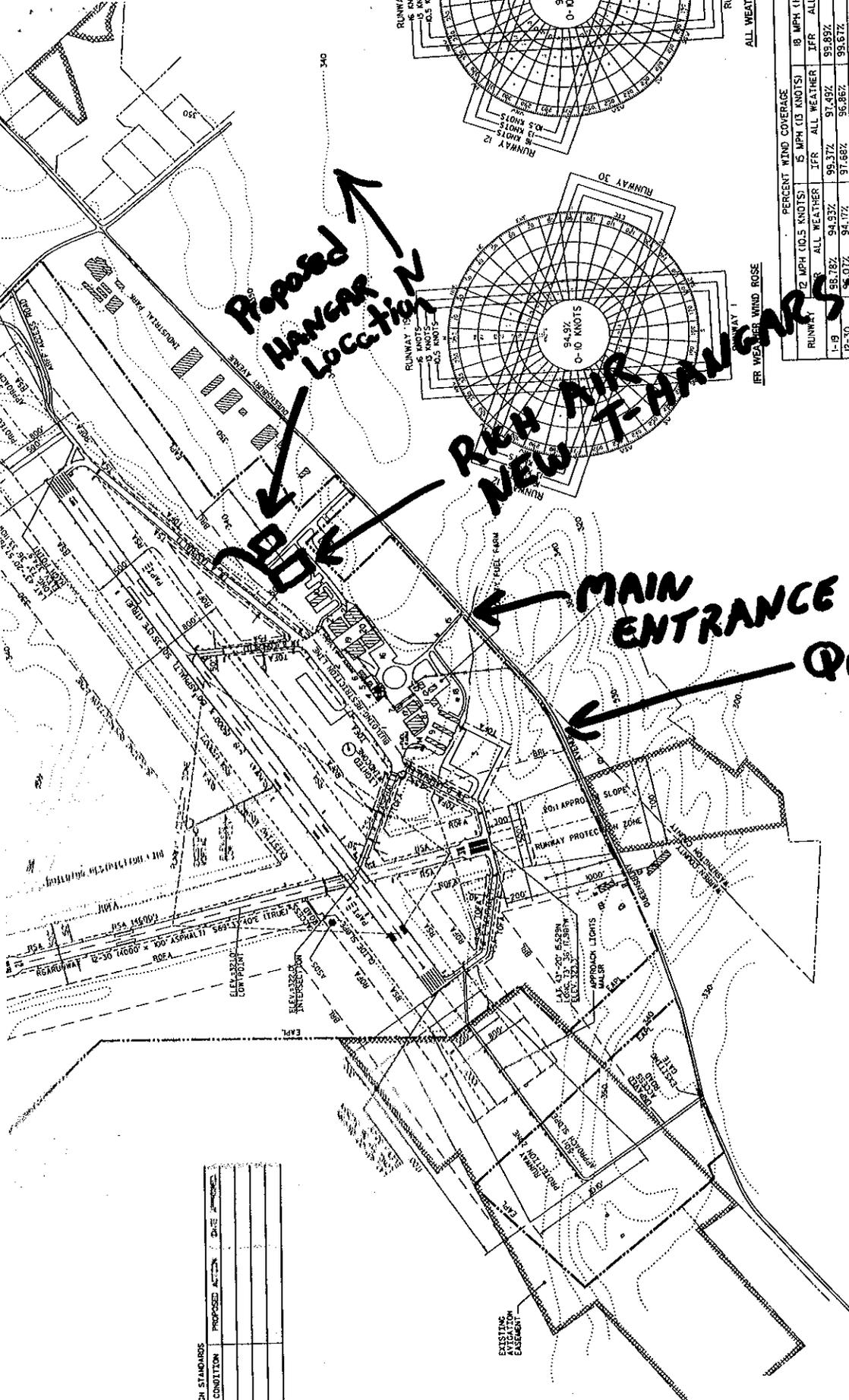
Sincerely,

A handwritten signature in black ink, appearing to read 'CHatin', with a large, sweeping flourish extending to the right.

Christopher Hatin



#3
Proposed Real Property Lease
Commercial Use
Chris Hatin & Bruce Mowery



MODIFICATIONS TO DESIGN STANDARDS	EXISTING CONDITION	PROPOSED ACTION	DATE	APPROVED
FALL STANDARDS				

PERCENT WIND COVERAGE

RUNWAY	12 MPH (10.5 KNOTS)	15 MPH (13 KNOTS)	18 MPH (16 KNOTS)	ALL WEATHER	IFR	ALL
1-19	98.78%	94.93%	99.37%	97.49%	95.89%	9
12-30	96.07%	94.17%	97.68%	96.86%	98.67%	9
COMBINED	96.6%	96.78%	99.96%	99.79%	100.00%	9

SOURCE: NATIONAL CLIMATIC DATA CENTER, ASHVILLE, NORTH CAROLINA
PERIOD COVERED: 1961-2003

NOTE: MINIMUM SEPARATION DISTANCE FROM RUNWAY 19 TO PARALLEL TAXIWAY IS 400'

FAR PART TT CATEGORY	1/2 VISUAL 30'	PRECISION 19'	NON-PRECISION 15'
ITEMS			
PHYSICAL LENGTH & WIDTH			
EFFECTIVE GRADIENT (%)			
WIND COVERAGE (20 (13 KNOTS))			
APPROACH SURFACES			
RUNWAY LIGHTING			
RUNWAY MARKING			
NAVIGATION AIDS			

REVISIONS		LEGEND		RUNWAY DATA	
BY	DATE	CHANGE	ITEMS	1/2 VISUAL 30'	PRECISION 19'
			RUNWAY 12 - 30 EXISTING		
			4000' x 100' (ASPHALT)		
			0.5%		
			96.86%		
			SW39, DM55, DTW T6		
			20-1		
			MIRL		
			BASIC (2-30)		
			ILS, TVOR, VASI		

FIG
FLOYD BENNETT
 QUEENSBURY, NEW YORK
EXISTING AIR
 DESIGNED: JCT
 CHECKED: KCA
 DRAWN: JAL
 DATE: JUL
 PROJECT FILE NO.: 107.016.001

#3
 Proposed Real Property Lease
 Commercial Use
 Chris Hatin & Bruce Mowery

REFERRALS - MARCH 2011

PUBLIC WORKS: (Including Airport; DPW; Parks, Recreation & Railroad; Warren County Sewer and Solid Waste & Recycling)

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 in March/April of 2011 and will provide an update to the Committee at a future meeting. (02.01.11)
- 2) Committee to further discuss the possibility of instituting parking fees for the Balloon Festival event to cover associated overtime costs. (02.01.11)
- 3) Mr. DeGraw to contact appropriate property owner relative to securing a ROW to introduce another access road to the Airport property. (12.02.10)

DPW:

- 1) Mr. Dusek to determine whether a prior resolution authorizing the Village of Lake George to place parking meters in the County-owned Beach Road parking lot and collect parking fees can be rescinded. (12.02.10)
- 2) Referral from Gaslight Village Ad Hoc Committee. Mr. Belden requested discussion on the issue of obtaining materials quote for construction of a post and rail fence on the south side of West Brook Road to prevent cars from parking too close to West Brook, which will eliminate the threat of gas, oil, etc. leaking into the brook. (01.06.11)
- 3) Mr. Tennyson to prepare a chart reflecting position reductions/changes in staffing, as well as savings to the County through enhanced Engineering Division. (02.01.11)

PARKS, RECREATION & RAILROAD

- 1) Kings School to provide documentation on ROW access across Warren County railroad tracks for validation by the County Attorney's Office, following which Mr. Dusek is to provide an update to the Committee for further consideration of the Kings School's request for a ROW exchange to gain more suitable access to their recreation fields. (02.01.11)
- 2) Discussion regarding canoe access to Trout Lake. (02.01.11)

Referrals March 2011

1. Next Meeting will be held on March 11.
2. per last meeting notes (Jeff)
3. Certified letter mailed 2/24/11.