

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **AIRPORT**

DATE: AUGUST 21, 2007

**Committee Members Present:**

Supervisors Tessier  
Stec  
Haskell  
Mason  
Sokol

**Committee Members Absent:**

Supervisors O'Connor  
Girard

**Others Present:**

Representing the Department of Public Works:  
William Lamy, DPW Superintendent  
Jeff Tennyson, Deputy Superintendent,  
Environmental Engineering Services  
Marshall Stevens, Airport Manager  
Judy Johnson, Fiscal Manager  
William H. Thomas, Chairman  
Hal Payne, Commissioner of Administrative &  
Fiscal Services  
JoAnn McKinstry, Deputy Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Nicholas Caimano, Budget Officer  
Don Hess, Town of Queensbury  
Debra L. Schreiber, Legislative Office Specialist

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Mr. Tessier called the meeting to order at 2:30 p.m.

Motion was made by Mr. Haskell, seconded by Mr. Sokol, and carried unanimously to approve the minutes of the July 31, 2007 Committee meeting, subject to correction by the Clerk.

William Lamy, Superintendent, Department of Public Works (DPW), distributed the proposed 2008 Budget packets to each of the Committee members, *a copy of which is on file with the minutes.*

Mr. Lamy apprised that the proposed 2008 Airport (A.5610) Budget request was \$668,078, as compared to the 2007 appropriations of \$666,160, an increase of \$1,918. Marshall Stevens, Airport Manager, explained the 2008 increase in revenue projections was a result of the additional T-Hangar constructed for Richard Schermerhorn, as well as the new aircraft maintenance hangar agreement that became effective this year.

Mr. Stevens stated the .1 Codes revealed a decrease of \$4,698; however, he said, he increased some codes to purchase an automatic external defibrillator (AED), as well as a new replacement computer server. Hal Payne, Commissioner of Administrative & Fiscal Services, suggested that Mr. Stevens make inquiry about purchasing this AED through the Office of Emergency Services. He stated the new computer server would be utilized for the Runway Weather Information System that assisted the Airport in making critical weather-related decisions.

Mr. Stevens stated they increased the Oil & Gas-Heating (.416) Budget; however, he said, now that Mr. Schermerhorn occupied three to four buildings, perhaps they would be successful in having natural gas installed. He stated the installation of natural gas would address the uniform fuel and

spill control concerns. Mr. Stevens briefly explained the increases and decreases reflected in the .4's of the Airport Budget.

In response to an inquiry by Mr. Haskell, Mr. Lamy replied food was purchased and served on premises when it was either cost effective or advantageous to the County. He further stated the total food purchase did not exceed the maximum allowed per employee.

Mr. Stevens apprised that the fourth maintenance hangar was leased by Empire East Aviation. In addition, he noted that Mr. Schermerhorn made his entire payment for the year on his three leases, which reflected an increase in the total year-to-date collected revenues. He commented the current lease with the fixed base operator (FBO) expired in 2008; however, he said, discussions had already commenced concerning a renewal agreement.

Mr. Stevens referred the Committee to the three Capital Projects listed on page 21 that were not included in the Airport Budget. He stated the Capital Project requests had increased, as any Capital Reserves from previous years had been depleted.

#### **Rehabilitate Runway 12-30 and Safety Areas**

Mr. Stevens asked to amend the County Share for the Rehabilitation of Runway 12-30 and Safety Area construction from \$34,106 to \$37,106 to include additional mitigation costs.

#### **Construct Snow Removal Equipment Building**

Mr. Stevens commented the Construction of the Snow Removal Equipment Building was currently being designed and considered a high priority for federal funding in 2008. He stated the funding request for this Capital Project was based on the local share of 2 1/2 percent; however, he noted, the Federal Aviation Administration (FAA) re-authorization bill had not passed, which would ultimately decide the local share.

#### **Construct New T-Hangar**

Mr. Stevens apprised that Warren County had received a grant in the amount of \$540,000 with a local share of \$60,000 for the construction of T-Hangars. He said numerous options had been pursued including private or public construction, or both.

Mr. Stevens stated the total Capital Budget requests were \$3,284,211 with the County share being 4 percent or \$127,106. Judy Johnson, DPW Fiscal Manager, added these figures were also included in the Department of Public Works (DPW) Budget packet under A.9950, with the exception of the \$3,000 increase.

Mr. Lamy requested to increase the Airport overtime (.120) from the 2007 appropriation of \$46,933 to the proposed 2008 Budget request of \$50,000, an increase of \$3,067. He said the most recent overtime adjustment was a couple years ago, and according to the 2007 Airport expenditures, he said, he anticipated overtime to be depleted.

Mr. Lamy stated he requested a \$5,000 increase to the Airport Manager salary, from \$55,649 to \$60,649, due to the additional responsibilities assigned to Mr. Stevens. He apprised that Mr. Stevens had assumed the additional duties of administering the Federal Grants, as well as project and lease management. Mr. Lamy said he reviewed the current Airport Management

Compensation Guide and the 2008 proposed Airport Manager salary increase was still considered less than average for airports of this classification. He further stated if the 2008 Airport Manager salary increase were approved, it still fell below the average division managers within the Department of Public Works.

Mr. Stevens apprised that Francis Poutre passed away on Saturday, August 11, 2007. He said he was an integral part in the development of the Airport. In discussions with the family of Mr. Poutre, he suggested memorializing his accomplishments at the Airport.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously to approve the 2008 Airport Budget as presented; authorize the Chairman to sign it, and to submit same to the Budget Officer.

Mr. Stevens requested an executive session for the purpose of discussing contract negotiations.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 2:45 p.m. to 2:55 p.m.

The Committee reconvened.

Mr. Tessier, Chairman of the Committee, noted no action was taken pursuant to executive session.

There being no further business to come before the committee, on motion by Mr. Mason and seconded by Mr. Stec, Mr. Tessier adjourned the meeting at 2:57 p.m.

Respectfully submitted,

Debra L. Schreiber  
Legislative Office Specialist