

Warren County Board of Supervisors

Committee: County Facilities (Airport and Buildings & Grounds)

Date: March 8, 2012

Committee Members Present:

Supervisors Girard
Thomas
Loeb
Westcott
Mason

Others Present:

Jeffery Tennyson, Superintendent of the Department of Public Works
Ross Dubarry, Airport Manager
Frank Morehouse, Superintendent of Buildings
Daniel G. Stec, Chairman of the Board
Paul Dusek, County Administrator
Martin Auffredou, County Attorney
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor McDevitt
Supervisor Strainer
Supervisor Taylor
Supervisor Vanselow
Supervisor Wood
Jon Alexander, *The Post Star*
Nicole Livingston, Second Deputy Clerk

Mr. Girard called the meeting of the County Facilities Committee to order at 9:30 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Ross Dubarry, Airport Manager, who distributed copies of the Airport agenda to the Committee members; *a copy of the agenda is also on file with the minutes.*

Commencing the Agenda review, Mr. Dubarry presented a request to authorize payment to Rich Air for reimbursement for replacement parts required to repair the County-owned aviation self-serve fuel station control panels, for a total cost of \$197.33.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 16, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry requested authorization for two Airport Maintenance Workers, Mark Sumner and Lowell Kelly, to attend the Airport Safety and Operations Specialist (ASOS) School in Buffalo, New York from April 14-15, 2012. He advised that this training covered the FAR Part 139 Certification regulations and Requirements. He outlined components of the training for the Committee members.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried by majority vote, with Mr. Thomas abstaining, to approve the request as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Mr. Dubarry presented a request for authorization for himself to attend the New York Aviation Management Association (NYAMA) 2012 Advocacy Day in Albany, New York on March 20, 2012.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Mr. Dubarry provided an update on the ARFF Building expansion project and he noted that included in the Agenda were pictures of the construction phases of the project. He added there were only a few minor change orders in the project that remained under the authorized contract allowance of \$2,500. He stated that completion of the project was expected very soon and he planned to do the final inspection for the punch list on Monday, March 12, 2012. Mr. Dubarry asserted that the project had remained on schedule and within budget.

Mr. Westcott requested an explanation of the project. Mr. Dubarry explained that the ARFF Building was the Aircraft Rescue Fire Fighting Building which housed the newly purchased fire truck; however, he said, the new truck exceeded the length of the existing building thereby leading to the expansion project to accommodate the new truck. Jeff Tennyson, Superintendent of Public Works, added that the ARFF Building was originally constructed to the size of the old equipment because the FAA (Federal Aviation Administration) would only provide funding to house the existing equipment, although they had advised if new equipment was purchased, they would provide the necessary funding for an expansion of the building. Mr. Dubarry reiterated the funding source as follows: 95% of the cost of both projects, the existing building and the addition, was FAA funded; 2½% was funded by the New York State Department of Transportation Aviation; and 2½% was the local share. In response to an inquiry, Mr. Dubarry stated the total cost of the project was approximately \$190,000. Mr. Girard recognized that there was substantial funding available for various projects provided by the FAA as long as said projects were within their guidelines. Mr. Dubarry agreed and noted the FAA would fund all projects at the Airport except for those relating to maintenance items and revenue generating projects.

Mr. Westcott questioned if the new fire truck was mandated by the FAA and Mr. Dubarry responded that the Airport was a Part 139 Certified Airport, which required the Airport to have aircraft rescue fire fighting capabilities. He further stated that the new fire truck would allow for the service of larger corporate aircraft at the Airport. He added that the old fire truck was being re-purposed within the Department of Public Works (DPW). Mr. Tennyson mentioned the intent for the old truck was to convert it into a welding truck.

Mr. Girard requested Mr. Dubarry to expound on the planned runway extension of 1,000 feet at the Airport. Mr. Dubarry explained that prior to the FAA funding that extension project it would be necessary to protect the airspace off of the approach and that runway, and in order to do that, negotiations were continuing to either secure a fee simple purchase or an avigation easement on the property located at the approach end of the runway. Mr. Girard asked Mr. Dubarry to explain what the benefits would be of the extension and Mr. Dubarry provided an example in which during a recent snowstorm, an aircraft had to divert to Albany Airport because of contamination on the runway and due to the runway being too short to accommodate a small to mid-size corporate aircraft. He added that the majority of revenue generated at the Airport came from jets. Mr. Tennyson recalled an analysis that was performed last fall justifying the runway extension, which could be provided to the Committee at a future meeting for the benefit of the new members. He noted that a longer runway would also allow for heavier aircraft, meaning they could take on more fuel at the Airport. Mr. Girard encouraged the new Committee members to visit the Airport.

Mr. Loeb questioned the status of the possibility of opening a different access for parking during the Balloon Festival, as was discussed last year. Mr. Tennyson reported that two lanes of traffic were maintained during the Festival last year which did ease the congestion entering and exiting the Airport. He noted they had explored the connection off of Runway 12; however, he said, the property owner adjacent to that runway was not agreeable to an easement and would rather the County purchase the whole parcel. Mr. Dubarry remarked that he had approached another property owner that had parcels along Hicks Road and Ridge Road about a possible easement to gain access to the Airport and that property owner was only agreeable to an easement for emergency access purposes, not for a main entrance to support the Balloon Festival.

Mr. Dubarry concluded his Agenda review and reported that yesterday the annual FAA Part 139 Safety Inspection was completed and it went very well, with minimal discrepancies noted. He advised the inspection was very thorough and lasted two full days.

Chairman Stec entered the meeting at 9:52 a.m.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Mr. Morehouse commenced the Agenda review with Old Business, Committee Room Update. He apprised the new Committee Room was 99% complete with the new equipment installed, the only lacking piece was a cable for the projector and one wall needed to be painted.

Continuing with New Business, Mr. Morehouse presented a request to extend the lease agreement with Perkins Recycling through the month of March, with the amount to be prorated for the time occupied. He noted that Perkins did plan to be off the property in approximately one week. Mr. Tennyson added that the County had assumed responsibility for the utilities on the site and Perkins had agreed to pay a portion of the cost for such once the County performed another meter reading when they vacated the property and he requested that be included in the extension agreement.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the request to extend the lease agreement with Perkins Recycling through the month of March, with the amount to be prorated for the time occupied and to include that Perkins would pay a portion of the cost for the utilities on site following a final meter reading. The necessary resolution was authorized for the March 16, 2012 board meeting and a copy of the resolution request form is on file with the minutes.

Relative to the Perkins Recycling property, Mr. Morehouse informed there were trailers located on the property that belonged to Perkins and contained an old bottle sorter which Perkins had no use for because it was obsolete. He stated that Perkins had offered the bottle sorter to the County and he opined that the County should scrap said sorter for the metal. Mr. Tennyson added there was approximately 20,000 pounds worth of scrap metal.

Motion was made by Mr. Thomas, seconded by Mr. Loeb and carried unanimously to authorize the County to scrap the existing bottle sorter located at Perkins Recycling for metal. The necessary resolution was authorized for the March 16, 2012 Board meeting and a copy of the resolution request form is on file with the minutes.

Mr. Morehouse asserted that another matter concerning Perkins Recycling was that an individual had expressed an interest in a small portion of the property for an environmentally safe business. He wondered if the Committee would be interested in splitting the property or if the desire was to wait for one user to utilize the entire property. Paul Dusek, County Administrator, expounded that he had been working with the Warren County Economic Development Corporation (EDC) in actively soliciting interest in this property and there was currently a serious interest. He expressed his concern of prematurely splitting the property until it was known if there was a user for the entire property. He recommended securing a principle user first, and then consider other options relative to splitting portions of the property.

In response to an inquiry, Mr. Dusek provided the history of the former Ciba Geigy property, currently used by Perkins Recycling and how the County came to acquire it. Discussion ensued pertaining to the property. Mr. Tennyson stated that once Perkins vacated the site, it could be beneficial for the Office of Emergency Services to locate the Command Vehicle temporarily until another renter was secured.

Returning to the Agenda review, Mr. Morehouse requested a new contract with Winchip Overhead Door Company, Inc. for overhead door repair, replacement, installation and preventative maintenance, commencing May 1, 2012 and terminating April 30, 2012 for an hourly rate of \$74.00. He noted that this service would be for all County facilities.

Motion was made by Mr. Mason, seconded Mr. Thomas and carried unanimously to approve the request for a new contract with Winchip Overhead Door Company, Inc. as outlined above, and the necessary resolution was authorized for the March 16, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Morehouse informed the Committee of a power failure in the Human Services Building last Friday and referred to page 7 of the Agenda which outlined the situation. He remarked that the power failure was resultant of the generator failing due to an insufficient low cooling sensor, which had since been ordered and would be installed by FM Generator. One of the more serious issues during the power outage, he continued, was that the building was evacuated and there was no lighting in the stairwells. Mr. Morehouse noted that emergency stair lighting had been ordered, and the Emergency Evacuation Plan was being modified to advise employees to remain in place until security reached them to assist in the evacuation. Discussion ensued with regard to the generator.

The next item on the Agenda, Mr. Girard said, was the Intermunicipal Agreement with Washington County for the ownership and operation of the Regional Emergency Services Training Center. Martin Auffredou, County Attorney, distributed copies of the proposed Agreement to the Committee members, a copy of which is on file with the minutes. He reminded the Committee that this Agreement needed to be executed prior to March 31, 2012 in order to comply with requirements of the Municipal Shared Services grant for the project. Mr. Auffredou reviewed the proposed Agreement in detail with the Committee members. He reported that the MASK Confidence Building was scheduled to be delivered to the site on March 28, 2012 and he said he was very optimistic that all of the necessary components would be accomplished by March 31, 2012. He highlighted specifics of the Agreement, such as securing a neutral scheduler responsible for scheduling use of the facility, noting priority use would be given to fire companies and emergency medical services; shared operation with maintenance of the facility, containing a cost sharing methodology for such; types

of training and how it would be conducted at the facility; all necessary insurance and indemnification provisions; and the structure of the ownership of the facility, including the option of an equitable lien in the property for Washington County and an alternative option for Washington County to request to become joint fee title owners for the real property including all of the improvements.

Mr. Auffredou apprised it was critical that the Agreement be approved today in order for the full Board of Supervisors to review and approve the same at the March 16, 2012 Board meeting.

Motion was made by Mr. Mason and seconded by Mr. Thomas to approve the Intermunicipal Agreement as presented.

Mr. Mason questioned if there would be an exchange of money if Washington County desired to pursue ownership of the property with Warren County and Mr. Auffredou replied it did not appear that the representation from Warren County intended to seek any type of payment from Washington County for their interest. Mrs. Wood agreed and added that the belief was since Washington County was paying for 50% of the associated costs of developing the Training Center, Warren County would not pursue additional payments if they did desire ownership in the property. Mr. Auffredou added such decision would ultimately be made by the full Board of Supervisors.

Mr. Loeb requested more time to review the proposed Agreement and the Committee agreed to proceed with the Agenda review and return to the vote at the end of the meeting.

Mr. Tennyson advised the next item on the Agenda was a request for a new contract with Rozelle Industries, Inc. for crane services relating to the Emergency Training Center project. He stated this would fulfill the need to complete the installation of the MASK Confidence Building on site and Rozelle Industries had offered such services at no cost to the County.

Motion was made by Mr. Mason and seconded by Mr. Thomas to approve the request as presented.

Mr. Westcott opined that the contract was necessary to handle any liability matters since there was no cost to the County, as well as the time constraint issues. A brief discussion ensued pertaining to the inspection of the building and Mr. Tennyson advised he would be meeting with the Laberge Group this afternoon to further discuss the matter of inspecting the building. Mr. Auffredou interjected that there was a possibility to perform a virtual inspection, followed by an on site inspection once the building was delivered and installed.

Mr. Girard called the question and the motion was carried unanimously to approve the request for a contract with Rozelle Industries, Inc. for crane services as outlined above, and the necessary resolution was authorized for the March 16, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Tennyson remarked he had an additional item that was not included on the Agenda. He presented a request for three DPW paving crew roller operators to attend the Road Institute-Paving Compaction training in Chambersburg, Pennsylvania from March 19-21, 2012.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to authorize Out-of-State travel as outlined above, and the necessary resolution was authorized for the March 16, 2012 Board meeting. A copy of the resolution request form is on file with the minutes.

Returning to the Intermunicipal Agreement with Washington County for the Regional Emergency Services Training Center, Mr. Loeb referred to page 3, paragraph 2, in which the Agreement stated that no expense in excess of \$1,000 would be incurred outside of the established budget and he cautioned that this could cause a delay of one to two months in the project. Mr. Auffredou responded that he had been conservative with that amount; however, he noted, said amount could be changed if that was the desire of the Committee, although this provision applied more to the operation on an annual basis as to what could be expended. Mr. Loeb also referenced Item No. 6 on page 3 of the Agreement, which discussed General Liability coverage and he opined it seemed to be a vague area. Mr. Auffredou replied that said language was the standard language used in nearly all Warren County contracts.

Mr. Girard called the question and the motion to approve the Intermunicipal Agreement as outlined above was carried unanimously. The necessary resolution was authorized for the March 16, 2012 Board meeting and a copy of the resolution request form is on file with the minutes.

Mr. Morehouse informed there was no new information to report relative to the Pending Items at this time.

Prior to adjourning, Mr. Tennyson informed he had another matter to discuss with regard to the MASK Confidence Building. He stated that there was a possibility that members of his staff, specifically the Welder and Engineers, could construct the building; however, he said the factory had offered to install the building for a fee of approximately \$21,000. He added that he would like to discuss with the manufacturer the possibility of them providing field support to his staff during the construction. Mr. Tennyson advised the bid for the services did not solicit installation costs and this may require an additional agreement. He noted he would need to obtain more information pertaining to this proposal which he hoped to have prior to the Board meeting. Mr. Auffredou expounded there may be authority for Mr. Tennyson to execute such an agreement for this type of situation under a prior resolution.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Mason and seconded by Mr. Loeb, Mr. Girard adjourned the meeting at 10:50 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk