

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JULY 25, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
LOEB
MASON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
PAUL DUSEK, COUNTY ADMINISTRATOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS WOOD
WESTCOTT

JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS BENTLEY
CONOVER
FRASIER
MONTESI
STRAINER
TAYLOR

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
DAN DURKEE, SENIOR HEALTH EDUCATOR/EMERGENCY PREPAREDNESS
COORDINATOR
SKIP STRANAHAN, WARREN COUNTY RESIDENT
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Girard called the meeting of the County Facilities Committee to order at 11:01 a.m.

Motion was made by Mr. Loeb, seconded by Mr. Mason 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 agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the agenda review, Mr. Dubarry stated Resolution 90 of 2013 authorized use of the Airport for the 41st Annual Adirondack Hot Air Balloon Festival. He said this year's Festival would be held on September 20-22, 2013 and would include a Saturday evening Moon Glow Event at the Airport. He advised the Festival organizers had agreed to cover the cost of any necessary DPW (Department of Public Works) overtime for the event. He noted the Premium Parking Passes were currently being produced by the Airport and DPW. He apprised of coordination efforts with the Town of Queensbury and the City of Glens Falls to sell the Premium Parking Passes at their respective Clerk's Offices. He said Premium Parking Passes would also be sold at the DPW Office in Warrensburg, the County Treasurer's Office and on the County website via eBay. Mr. Dubarry stated the 2014 budget included \$4,500 in revenue for the sale of Premium Parking Permits. He said the goal was to sell 300 Passes at the \$15 per pass rate in advance of the event. He informed 203 Premium Parking Passes had been sold last year and they anticipated the passes would be available for sale in early August. He pointed out the earlier start date for sale of the passes and the additional locations to purchase them should assist in meeting or exceeding the \$4,500 goal.

Mr. Dubarry stated the next item for discussion pertained to the Terminal Roof Replacement Project which had been established by Resolution No. 753 of 2011. He said the Project had been placed out to bid this year and Titan Roofing, Inc. had been the lowest responsible bidder. He noted the bid

tabulation sheet had been included in the agenda packet. He informed a pre-construction meeting would be held later that day and the tear down and removal were anticipated to begin August 5, 2013 to be completed within two weeks. He stated the entire Project was anticipated to be completed within 30 days and the impact to normal Airport operations should be minimal. Mr. Dubarry explained \$150,000 had been budgeted for this Project and the lowest bid had been \$31.10 per square foot for a total of approximately \$87,000. He noted the bid had included engineering and consulting fees and some mandatory asbestos monitoring and testing which would cost an additional \$4,000. He added the only other proposal received had totaled approximately \$135,000. Mr. Mason asked the square footage of the Terminal and Mr. Dubarry replied approximately 2,800 square feet. Paul Dusek, County Administrator, inquired about the source of funding for the Project and Mr. Dubarry informed a Capital Project had been established in 2011 to cover the cost of the Project.

Mr. Dubarry pointed out the next item for discussion pertained to FAA (Federal Aviation Administration) Runway Safety Area Improvements. He advised the FAA had recently completed some safety area improvements to the Instrument Approach Lighting System for Runway 1. He stated this had been an FAA project which utilized no County funding or labor. He said the FAA had replaced some light towers which were approach lighting within the Runway Safety Area in order to comply with FAA Standards. He apprised the intention was to modify equipment which must be located within Runway Safety Areas due to their function thereby minimizing aircraft interference in the event of an emergency. He advised the project was not unique to Floyd Bennett Memorial Airport as it was a National Airspace System Wide Safety Improvement Project.

Pertaining to the 2013 Adirondack Hot Air Balloon Festival, Mr. Girard said last year preliminary meetings had been held with Mark Donohue, Balloon Festival Organizer, to discuss details of the event. He asked if preliminary meetings would be held this year as there were items to discuss, such as set up of locations to accept donations, handicapped access points and additional golf carts. Jeffery Tennyson, Superintendent of the DPW, informed that Mr. Dubarry and Mr. Donohue had already met once to discuss the Moon Glow Event and general details. He advised additional coordination meetings would be held prior to the event and larger meetings would be held in early September. Mr. Girard requested notification of the meetings to allow his attendance.

Mr. Loeb advised that he had seen an historic photo of Floyd Bennett at the June 12, 2013 Board Meeting in Lake George commemorating the County's Bicentennial. The photo was on display at the Town of Warrensburg's table. He suggested a copy of the photograph should be obtained to display at the Airport. Mr. Tennyson responded he would look into the possibility of obtaining a copy of the photo.

Mr. Montesi said the Town of Queensbury had a Transient Merchant Law which required for-profit vendors to obtain a permit for the sale of merchandise. He advised the Town had never been concerned with the Adirondack Hot Air Balloon Festival in the past as the vendors had been not-for-profit; however, he added, with all of the new vendors coming to the event, it was necessary to ensure they were registering for the collection of sales tax. Mr. Tennyson responded there were some for-profit vendors, some of whom donated their proceeds. He stated he would inform Mr. Montesi of the next coordination meeting to allow for a discussion pertaining to vendors.

Mr. Taylor questioned the difference between the two proposals for the Terminal Roof Repair Project and noted it was significant. Mr. Dubarry explained one of the contractors had quoted a price which included the removal and replacement of the HVAC equipment and the other contractor would work around the equipment resulting in a lower bid.

Pertaining to the pending items, Mr. Girard said the first item concerned establishing a Task Force to assess the 2002 Master Plan for the Airport and to hold a public hearing to discuss Airport expansion projects. He explained a formal Task Force had not been formed; however, he added, about a dozen meetings had been held pertaining to the Airport expansion project including an evening meeting. He noted Mr. Mason had met with the Pilots Association who had requested additional input at the County Facilities Committee meetings and possibly a liaison from the County. Mr. Girard stated he had informed the Pilots Association members that they were welcome to attend Committee meetings and Mr. Dubarry had fulfilled the role of liaison from the County. Mr. Mason agreed and said this pending item had been satisfied. Mr. Girard requested the item be deleted from the Pending Items List.

Pending Item No. 2, Mr. Girard informed, pertained to review of the proposal prepared by Mr. Westcott relative to the Airport. He asked if the proposal referred to the Power Point Presentation which Mr. Westcott wished to give to the Committee. Mr. Tennyson stated the proposal was a 7 point proposal distributed at a previous Committee meeting and he provided a copy for Mr. Girard. He said some of the specific questions had been answered via correspondence. Mr. Girard commented Mr. Westcott had a Power Point Presentation prepared which had not been presented yet. Mr. Mason said the Presentation had been updated and Mr. Westcott wanted to present it at a future meeting. Mr. Mason added he was attempting to schedule a meeting in August to be held at the North Queensbury Fire Station and Mr. Westcott would have an opportunity to give his Power Point Presentation. Mr. Bentley stated he had attended the County Facilities Committee meetings for the past 16 years and he opined if Mr. Westcott had questions pertaining to the Airport he should attend the Committee meetings. Mr. Mason agreed and stated he did not feel the Committee should waste time on this item today.

Mr. Girard reviewed the 7 point proposal which had been distributed by Mr. Westcott at a previous meeting, as follows:

- *County to offer in writing to the FAA willingness for the Airport to put the expansion on hold* - Mr. Girard noted the roll call vote on the resolution had resulted in 18 Supervisors in favor and 2 opposed to proceeding with the expansion project;
- *A team to be assembled to study the Airport budget to find savings in time to impact the 2014 budget* - Mr. Girard informed Mr. Dubarry had made two presentations pertaining to the budget and a tour of the Airport had been given to view the equipment and buildings. He added the Committee had also discussed the possibility of contracting out duties such as snow removal and mowing and had decided this option was not feasible;
- *Determine the need for the Part 135/Part 139 Airport Designation* - Mr. Girard stated this had been explained at length and further discussion was not necessary;
- *Determine what expenses the FBO can pick up as part of the new management agreement to be negotiated at the end of 2013* - Mr. Girard said the County was pleased with the FBO agreement and opined the FBO went over and above the requirements of the agreement. He added the County was looking into ways to work with the FBO towards marketing efforts;
- *Re-evaluate the need to purchase more land to determine if there is an opportunity to sell property at the Airport* - Mr. Girard noted this item was being addressed as well and he pointed out one land owner had made a decision to sell his property to the County rather than to extend an easement;
- *Prepare a public statement clearly communicating economic development benefits for the expansion of the Airport* - Mr. Girard stated this item would be referred to the Economic Development Corporation once a new President/Executive Director was hired; and
- *Hold a public meeting at night to justify the expenditures* - Mr. Girard commented an evening Committee meeting had been held on July 8, 2013.

Mr. Girard requested Pending Item No. 2 be deleted from the list as it had been adequately dealt with. He stated Pending Item No. 3 pertained to conceptual drawings for the office space and restaurant to be presented by Richard Schermerhorn, Fixed Based Operator (FBO). He explained he had contacted Mr. Schermerhorn and had been informed the delay had been caused by medical issues with the architect. Mr. Dubarry commented he had recently spoken with Mr. Schermerhorn and the architect was currently working on elevations and themes to be presented at a later date. Mr. Girard said this Pending Item should remain on the list and be updated with the information presented by Mr. Dubarry.

Pertaining to Pending Item No. 4, Mr. Girard said this concerned the proposal from Mr. Mason regarding an Airport Advisory Committee. Mr. Mason asked if the Committee members had any input concerning the possibility of an Airport Advisory Committee and Mr. Girard suggested Mr. Mason present his ideas to give the Committee direction to proceed. Mr. Mason said he had prepared a proposed resolution which he read, as follows:

***RESOLUTION ESTABLISHING "FLOYD BENNETT
MEMORIAL AIRPORT ADVISORY COMMITTEE"***

WHEREAS, the Warren County owned Floyd Bennett Memorial Airport ("Airport") is an integral component of Warren County, its history and local and regional economy and the Airport presents enormous potential future benefits for Warren County, its residents and businesses, and

WHEREAS, the Warren County Board of Supervisors has recently extended the Fixed Base Operator agreement for management of the Airport with Schermerhorn Aviation II, Inc. for an additional five (5) year term through December 31, 2018, and

WHEREAS, Warren County is presently undertaking projects to expand the length of the runways at the Airport with the main objective of attracting larger capacity aircraft which will benefit Warren County's current manufacturing and tourism and industries and may lead to further economic benefits for Warren County, and

WHEREAS, the Board of Supervisors recognizes that there are individuals in Warren County who possess unique knowledge, skill and expertise in certain aspects of the Airport including Airport functioning and operation as well as the potential benefits to be derived from any future expansion of the Airport, now, therefore, be it

RESOLVED, the the Warren County Board of Supervisors hereby establishes an Ad Hoc "Floyd Bennett Memorial Airport Advisory Committee" ("Committee") to be comprised of the following five (5) members who shall serve on a volunteer basis and who shall all be residents of Warren County:

- One (1) member of the Warren County Board of Supervisors, appointed by the Chairman of the Warren County Board of Supervisors;*
- One (1) member appointed by the Fixed Base Operator;*
- One (1) member appointed by the Pilots Association;*
- One (1) member appointed by the Supervisor of the Town of Queensbury; and*
- One (1) member appointed by the Chamber of Commerce.*

and be it further

RESOLVED, the membership of the Committee shall appoint a Chairman who shall preside over meetings of the Committee, and be it further

RESOLVED, that the Committee shall be empowered to render recommendations to the Warren County Facilities Committee regarding such matters as future development, marketing and operation of the Airport and any other Airport matters that the Committee deem appropriate, and be it further

RESOLVED, that the recommendations of the Committee shall be in the form of written reports to the Warren County Facilities Committee, and be it further RESOLVED, that unless extended for an additional term by Resolution of the Warren County Board of Supervisors, the Committee shall remain in place for a period of eighteen (18) months following the adoption of this resolution.

Mr. Taylor voiced his concern with the five proposed members of the Committee particularly the member to be appointed by the Chamber of Commerce and he pointed out a member appointed by the Pilots Association might be biased. He stated it was important to appoint members with nothing to gain. He added he was unsure why the Chamber of Commerce would be selected to appoint a member. Mr. Thomas opined Committees should be focused on a particular aspect and not the broad based concept of the Airport as a whole. He suggested the Committee be focused on marketing or perhaps operations. Mr. Conover suggested the Advisory Committee should be used to advise and interact with the Airport staff. Mr. Girard stated the resolution summarized and hit key points which were intricate to the future of the Airport. He suggested it would be more appropriate for the EDC to appoint a member, as opposed to the Chamber of Commerce. He pointed out Supervisors Mason and Westcott were members of the County Facilities Committee and representatives of the Town of Queensbury, the physical location of the Airport. He advised it made sense to have one member be appointed by the Queensbury Town Supervisor. Mr. Mason commented his proposed five members were intended to make representation on the Committee as broad as possible. Following further discussion on the matter, it was the consensus of the Committee that Mr. Mason would make some changes to his proposed resolution and present it at a future Committee meeting.

Skip Stranahan, Warren County Resident, opined the Airport Expansion Project was crucial to the economic growth of the community. He said it was necessary to have citizens involved in the proposed Airport Advisory Committee. He stated expansion of the Airport would potentially create more jobs in the area to be filled by newly graduating local youths.

This concluded the Airport portion of the Committee meeting and the Buildings & Grounds portion of the meeting commenced at 11:33 a.m.

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

Commencing the agenda review, Mr. Morehouse informed that he and Mr. Dusek had walked around the Municipal Center Building with representatives of the Employee Wellness Committee in order to determine an acceptable employee walking path. He said the Employee Wellness Committee had requested a walking path around the building which would form a loop without crossing the road. He noted a photograph of the proposed walking path was included in the agenda packet. He pointed out that in order to connect the walking path it would be necessary to complete some striping in the parking lot for a distance of 388 feet. Mr. Morehouse explained the approximate cost of completing the striping with tape would be \$4,689. He noted tape would be more durable than painted striping. He said the striping would include two lines designating the walking path through two separate parking areas. He stated a source of funding would need to be determined to complete the work this year or the funds could be budgeted in the 2014 budget.

Mr. Dusek said he was surprised at the cost involved in this endeavor and noted he had anticipated the cost to be less than \$1,000. He asked if it would be less expensive to complete the striping with paint and Mr. Morehouse replied affirmatively but noted that tape was more durable. Mr. Dusek

commented the employee walking path was essentially a trial to determine if there was a demand for such a concept. He stated the striping should be completed in the most economical manner and he asked the cost involved in using paint. Mr. Morehouse replied the cost of paint striping was approximately half the cost of taping. Mr. Dusek recommended Mr. Morehouse complete further research into the cost of various materials and report back to the Committee. He stated it had not been the intention to have this project involve a significant amount of funds. He apprised the Employee Wellness Committee was important as it encouraged wellness among the employees which benefitted the employees as well as the County through reduced health insurance costs. A brief discussion ensued pertaining to the proposed employee walking path.

Mr. Morehouse stated a list of projects which had been deferred for various reasons was included in the agenda packet and listed the costs associated with each. He advised the first project on the list was the replacement of the Human Services Building generator and transfer switch with an approximate cost of \$200,000. He explained the current generator was not sufficient for the size of the building and would only provide enough power to keep the building from freezing in the winter and power some emergency lighting. If there was a loss of power, he continued, it would be necessary to close the building if power was not restored in a timely manner. Mr. Girard reminded the Committee members that the size of the current generator was due to cutbacks to reduce costs during the construction of the building. Mr. Mason noted the replacement of the generator had been approved in 2012; however, he continued, the funding to do so had been eliminated during the budget process. Mr. Tennyson stated most of the items on the deferred project list had not been added to the proposed 2014 budget request. He said if the intent was to add the purchase of a new generator and transfer switch back into the proposed budget, he would require Committee directions as to where the funds should be allocated from.

Mr. Morehouse said the next deferred project pertained to the former WIC (Women, Infants and Children) Program Building which was currently closed. He commented the Committee had previously discussed the possibility of renovating the building for lease or sale. He stated the cost for replacing the roof and repairing the windows and dormers was approximately \$55,000. He added the cost for demolition of the building using the DPW workforce was approximately \$20,000. Mr. Girard mentioned he had discussed the possibility of including the building in the sale of Westmount Health Facility with Mr. Dusek who had advised this was a consideration. Mr. Loeb commented that if the building were removed the County would be able to market and sell the land. Mr. Tennyson responded the building was part of a parcel formerly referred to as the Municipal Center Annex. He added the parcel could be sold with or without the building. Mr. Girard noted Berkshire Farms would no longer be utilizing the Detention Home which was also part of that parcel. He stated the Committee should discuss this matter further when there were more members present. Mr. Mason said given the current negotiations on the Westmount Health Facility, it would be wise to await the outcome. He added it would be beneficial to market the former WIC Building and Detention Home together. A discussion ensued.

Another deferred project, Mr. Morehouse said, was the abatement and possible demolition of the former jail. He commented the cost of abatement was approximately \$80,000 and was necessary to be completed before any renovations or demolition could be scheduled. Mr. Tennyson apprised once abated there were portions of the building which would require replacement if the building was to be utilized. He presented the example of window caulking which would require replacement following abatement. He said it would be necessary to know the intended plans for the building before commencing because it was cheaper to abate and demolish than to abate and rehabilitate. He noted the cost of abatement had not been included in the proposed 2014 budget and he pointed out any cost estimates had likely increased although he added the studies had already been

completed. Mr. Girard suggested the Committee meet in order to tour various County facilities, such as the former WIC Building, the former Detention Home, the former jail and the former Ciba Geigy property. He explained discussions would be easier if all of the Committee members had visual reference points.

Continuing, Mr. Morehouse commented the next four deferred projects had been included in the 2014 proposed budget request. He informed the fire alarm panel in the Municipal Center Building required replacement as it was outdated. He explained the fire alarm sounded three times and then stopped which resulted in employees believing the fire drill had ended. He said the last spare panel had been utilized last summer and there was no option to repair the existing panel. He stated a cost estimate had been obtained to replace the fire alarm panel for approximately \$17,000.

Mr. Morehouse informed of a new NFPA (National Fire Protection Association) code which recently went into effect and would require an upgrade to the sprinkler systems. He noted the new code required additional inspections be completed such as internal inspections of the piping. He said the cost of upgrading the sprinkler system in order to be in compliance with the new code was approximately \$12,000.

Mr. Morehouse explained the Linstar ID System was the system utilized to produce identification badges for employees. He said the system was outdated and required a software update. He suggested the identification system be placed out to bid in order to standardize the two buildings as currently the Human Services Building utilized a different vendor than the Municipal Center. He stated it was complicated to make the key fobs for the Human Services Building work within the Municipal Center. Mr. Tennyson asked if this system pertained to the County ID badges or the key fobs and Mr. Morehouse responded there were two separate programs. Mr. Morehouse explained the Galaxy Program produced the County ID badges and the Linstar ID System worked in conjunction with the magnetic strip on the ID badges or the key fobs for building access. Mr. Mason asked what the cost estimate of \$7,200 would accomplish and Mr. Morehouse replied that was the cost of upgrading the current system. Mr. Morehouse stated he believed the cost would be less if the Municipal Center switched to the system currently used in the Human Services Building, as the only requirement would be to purchase an additional server. He said he would like to complete further research; however, he added, a system would need to be in place in order to comply with the next item.

Mr. Morehouse said the next deferred project pertained to a request from the Courts to allow key fob access to the Courthouse doors. He reiterated an upgrade or new system for the Municipal Center would need to be in place in order to comply with this request. He noted the key fob access for the Courts would be reimbursable although the funds might not be received until the following budget year. Mr. Tennyson pointed out the Airport utilized the Linstar ID System for gate access and it was preferable to be consistent among the County facilities.

Mr. Morehouse stated the final deferred project was a software upgrade for the Best Lock System which was used in the production of regular door keys. He said the operating system for the program was an outdated system and if it crashed the program would not work on a newer operating system.

Mr. Tennyson pointed out the cost of the Fire Alarm Panel upgrade (\$17,000); the Sprinkler System upgrade (\$12,000); the Linstar ID System upgrade (\$7,200); and the fob access for the Court doors (\$8,000) had all been included in the proposed 2014 budget request.

Mr. Tennyson stated he had requested the Lower Warren Street property be added to the agenda for discussion. He explained this was the property formerly leased by Perkins Recycling which was currently leased by D & G Recycling. He continued by saying one half of the building was leased by D & G Recycling and a soda blasting company leased a small portion of the building. He mentioned discussions at previous Committee meetings pertaining to the possible sale of the property. He reminded the Committee members that the County Attorney and County Administrator had concerns about liability due to possible contamination of the property. He said the property currently generated approximately \$4,750 per month in lease payments. He added \$4,000 per month was generated from the lease to D & G Recycling and \$750 per month from the soda blasting company. He commented approximately half of the building was being utilized. He mentioned the EDC had been actively assisting in finding tenants to lease the remaining space in the building but there had been very little interest in the property. Mr. Girard commented it would be helpful to the Committee members to tour the building as suggested earlier. A brief discussion ensued.

Mr. Girard stated the meeting had run slightly over schedule and he suggested the review of the pending items be held until the next Committee meeting.

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 12:04 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist