

AGENDA

Department of Public Works  
County Facilities - Buildings and Grounds  
August 22, 2013 – 11:00 am

- 1.) CALL MEETING TO ORDER.....Ch. Dan Girard  
Approval of minutes July 25, 2013
  
- 2.) OLD BUSINESS
  
- 3.) NEW BUSINESS
  
- 4.) REFERRALS – (pg. 2 )
  
- 5.) PRIVILEGE OF THE FLOOR..... Ch. Dan Girard
  
- 6.) ADJOURNMENT .....Ch. Dan Girard

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**WARREN COUNTY FACILITIES COMMITTEE MEETING**

**Wednesday, August 22 2013  
11:00 am**

**AIRPORT AGENDA**

**CALL TO ORDER.....Chairman Daniel J. Girard  
APPROVAL OF MINUTES.....Chairman Daniel J. Girard  
NEW BUSINESS.....Chairman Daniel J. Girard**

GRANT APPLICATIONS  
N/A

RESOLUTION REQUEST(S)  
**RR – To amend Resolution 90 of 2013 authorizing an agreement with the Adirondack Hot Air Balloon Festival for advance sale of Premium Parking Passes through its agents  
... Airport Manager Ross Dubarry**

TRAVEL REQUESTS  
**Authorization for Airport Manager to attend New York Aviation Management Association’s annual Fall Conference  
... Airport Manager Ross Dubarry**

ITEMS OF INTEREST  
N/A

**OLD BUSINESS.....Chairman Daniel J. Girard  
REFERRALS.....Chairman Daniel J. Girard  
PRIVILEGE OF THE FLOOR.....Chairman Daniel J. Girard  
ADJOURNMENT.....Chairman Daniel J. Girard**

# ***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: 8/22/2013**

- (a) Purpose of Request: To amend Resolution 90 of 2013 authorizing agreement with Adirondack Hot Air Balloon Festival, Inc., and authorizing use of Floyd Bennett Memorial Airport – Warren County, New York for 2013 Adirondack Hot Air Balloon Festival
  
- (b) Details: 1.) The festival organizers and county staff have conceptually agreed to authorize the local VFW to sell Premium Parking Passes as an agent of the Adirondack Hot Air Balloon Festival, less 10% of the Premium Parking Pass revenue sold by the VFW for administrative expense, if any. 2.) The festival organizers and county staff have conceptually agreed to authorize a guided bicycle tour of the airport during the day on Saturday, September 21<sup>st</sup> being organized by the Warren County Safe & Quality Bicycle Organization.
  
- (c) Previous Resolution Number: 90 of 1013; and 385 of 2013

# Warren County Board of Supervisors

## RESOLUTION NO. 90 OF 2013

**Resolution introduced by Supervisors Girard, Wood, Loeb, Westcott and Mason**

**AUTHORIZING AGREEMENT WITH ADIRONDACK HOT AIR BALLOON  
FESTIVAL, INC., AND AUTHORIZING USE OF FLOYD BENNETT  
MEMORIAL AIRPORT - WARREN COUNTY, NEW YORK FOR 2013  
ADIRONDACK HOT AIR BALLOON FESTIVAL**

WHEREAS, Adirondack Hot Air Balloon Festival, Inc. has requested permission to hold the 2013 Adirondack Hot Air Balloon Festival at the Floyd Bennett Memorial Airport - Warren County, New York, on September 20, 21 and 22, 2013, now, therefore, be it

RESOLVED, that permission is hereby granted to Adirondack Hot Air Balloon Festival, Inc. to hold the 2013 Hot Air Balloon Festival at the Floyd Bennett Memorial Airport - Warren County, New York on September 20, 21 and 22, 2013, and be it further

RESOLVED, that Warren County enter into an agreement with Adirondack Hot Air Balloon Festival, Inc., 202 Ridge Street, P. O. Box 883, Glens Falls, New York 12801, which agreement shall provide that:

- (1) use of the Airport will not be on an exclusive basis;
- (2) all participating balloonists and participating organizations and vendors shall indemnify and hold the County harmless from and against any and all liability for claims for damage or injury arising out of the Festival activity relating to their participation;
- (3) insurance policy endorsements naming the County as an additional insured shall be delivered to the County Attorney's Office by Adirondack Hot Air Balloon Festival, Inc. prior to the commencement of the Festival;
- (4) Adirondack Hot Air Balloon Festival, Inc. shall supply its own employees, workers and agents to do any work required on the premises for the conduct of the Festival;
- (5) Adirondack Hot Air Balloon Festival, Inc. shall, at its own costs and expense, repair any damage caused to County property and restore the same to the condition as it existed prior to the damage;
- (6) the County shall be responsible for the removal of all garbage, refuse and debris deposited on County property and resulting from the use and occupancy of the Floyd Bennett Memorial Airport - Warren County property by the visitors only to the Festival (not by the vendors

***RESOLUTION NO. 90 OF 2013***

***PAGE 2 OF 2***

or other activities sponsored by the Balloon Festival who are to remove their own garbage); (7) no pets shall be allowed on the premises; (8) prior approval by the County regarding the deduction of incidental expenses of the Adirondack Hot Air Balloon Festival associated with the parking/pedestrian collections if any; and (9) such other terms and conditions as may be required by the County Attorney, and such agreement shall be in the form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 385 OF 2013

**Resolution introduced by Supervisors Girard, Wood, Loeb, Westcott and Mason**

**AUTHORIZING THE SUPERINTENDENT OF THE DEPARTMENT  
OF PUBLIC WORKS TO CHARGE A PREFERRED PARKING FEE  
DURING THE ADIRONDACK BALLOON FESTIVAL AT THE  
FLOYD BENNETT MEMORIAL AIRPORT**

WHEREAS, in order to defray the costs of salary and overtime for Department of Public Works personnel who work during the Adirondack Balloon Festival, the County Facilities Committee has determined that a portion of this expense can be reduced by establishing a charge for preferred parking passes in certain parking lots for the Adirondack Balloon Festival, and

WHEREAS, the County Facilities Committee is recommending that the Superintendent of the Department of Public Works be allowed to establish procedures and collect a fee of Fifteen Dollars (\$15) per vehicle for pre-sale tickets and a fee of Twenty Dollars (\$20) per vehicle for tickets purchased the week of the Adirondack Balloon Festival for a preferred parking pass, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Superintendent of the Department of Public Works to establish procedures and collect a fee of Fifteen Dollars (\$15) per vehicle for pre-sale tickets and a fee of Twenty Dollars (\$20) per vehicle for tickets purchased the week of the Adirondack Balloon Festival for a preferred parking pass to defray some of the salary and overtime costs incurred by the Department of Public Works for personnel who work during the Adirondack Balloon Festival, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby directs that all revenue collected for the preferred parking pass be transmitted to the Treasurer and be posted to Budget Code A.5610 2566 Airport (DPW), Parking Fees.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The DPW-Facilities hereby authorizes Ross Dubarry  
(Supervisory Committee) (Employee Name)

to attend New York Aviation Management Association (NYAMA) 2013 Fall Conference  
(Name of meeting or organization)

at Desmond Albany Hotel and Conference Center, Albany NY  
(Address)

on September 18-20, 2013. 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:

\_\_\_\_\_

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

Room rate \$ \_\_\_\_\_ GSA \* Rate \$ \_\_\_\_\_  
 Meal costs - GSA \*per diem rate \$ \_\_\_\_\_

\* [www.gsa.gov](http://www.gsa.gov)

Date: \_\_\_\_\_  
  
Department Head Signature

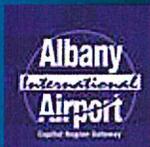
Date: X  8/22/13  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**



2013 NYAMA FALL CONFERENCE & EXHIBIT SHOW  
SEPTEMBER 18-20, 2013

The Desmond Albany Hotel and Conference Center | Hosted By: Albany International Airport

# JOIN US IN ALBANY!

## DEAR FRIEND OF AVIATION,



**Ann Crook**  
NYAMA President

The New York Aviation Management Association is thoroughly excited to host its 2013 Fall Conference and Exhibit show in Albany, September 18-20. New York's Capital Region is filled with airports and aviation projects, large and small. We are confident that you will find this busy yet beautiful part of our state to be a terrific location for our annual conference. Aside from its rich program, this year's conference is offering some of the best sights and attractions of Upstate New York. There isn't a better time of year to visit the Albany area than late September. As the summer winds down and fall approaches, you'll find there is plenty to do!

Albany International Airport is proud to host NYAMA as the Association celebrates its 37th year of successful training and advocacy for New York's aviation industry. Our annual Fall Conference provides airport managers, corporate representatives, educators, and public officials a forum for education, networking, and a professional exchange of knowledge and ideas. We always keep ahead of the trends and focus on the important issues that airports face today.

We are pleased to announce that this year, NYAMA will feature a first time roundtable of leaders of aviation associations from neighboring states. This is a terrific opportunity to learn what other state airports and aviation industries are doing to take advantage of the recovering economy and contribute to their states' infrastructure and economic development. We will also host a panel to discuss the many different facets of emergency management, disaster planning, and first response at airports. These sessions will be new and encouraging for everyone—especially first time attendees!

As always, feel free to contact NYAMA at any time. Our staff is ready to assist you and answer your questions as we prepare for the Fall Conference. You can also learn more about Albany by visiting [www.albany.org/nyama](http://www.albany.org/nyama). We look forward to having you join us in Albany this September!



**Joel Russell**  
NYAMA Board  
Member

Sincerely,

A handwritten signature in black ink, appearing to read "Ann B. Crook".

Ann B. Crook, AAE  
NYAMA President  
Director of Aviation  
Elmira Corning Regional Airport

A handwritten signature in black ink, appearing to read "Joel Russell".

Joel Russell  
Manager  
Albany International Airport/AvPORTS  
NYAMA Board Member

# FALL CONFERENCE PROGRAM

## WEDNESDAY, SEPTEMBER 18, 2013

- 7:30 am - 6:00 pm **Registration Table Open** (King Street Courtyard)
- 8:00 am - 9:30 am **Board of Directors Breakfast Meeting** (Lodge)
- 10:00 am - 4:30 pm **Golf Tournament at Shaker Ridge Country Club**  
Sponsored by: **C&S Companies**
- 10:00 am Bus departs from Desmond Hotel
- 10:30 am Tee off
- 4:00 pm Bus departs for Desmond Hotel
- 10:30 am - 4:30 pm **"A Day in Saratoga"** [Sponsorship Opportunity]
- 10:30 am Bus departs from Desmond Hotel
- 11:30 am Arrive at Saratoga Battlefield for tour (lunch included)
- 2:30 pm Walk & shop on Broadway, Saratoga
- 4:30 pm Bus departs for Desmond Hotel
- 2:00 pm - 5:30 pm **Exhibitor Set-up** (King Street Courtyard)
- 6:00 pm - 7:30 pm **Welcome Wine, Cheese and Chocolate Reception** (King Street Courtyard)  
Sponsored by: **McFarland Johnson, Inc.**
- 6:00pm-6:10pm: First Timer Briefing
- 7:30 pm **Dinner on your own**

## THURSDAY, SEPTEMBER 19, 2013

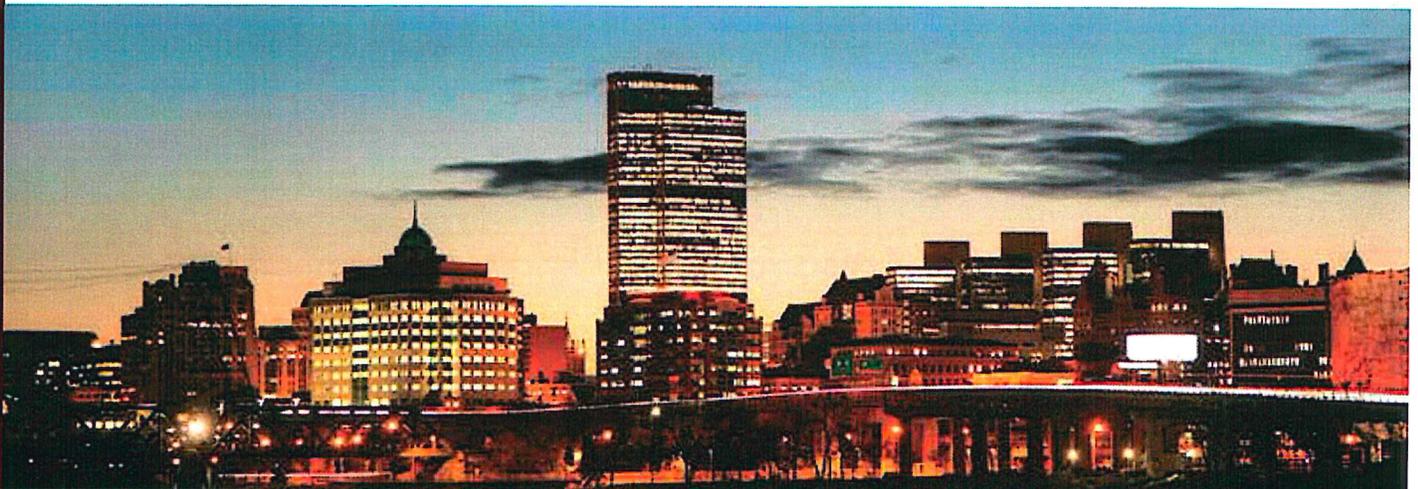
- 7:30 am - 5:00 pm **Registration Table Open** (King Street Courtyard)
- 7:45 am - 8:30 am **Breakfast Buffet** (King Street Ballroom 2 & 4)  
[Sponsorship Opportunity]
- 8:30 am - 9:45 am **Welcome & Opening Session,** (Town Hall)
- President's Welcome
- 9:45 am - 10:30 am **State of State Associations** (King Street Ball Room 6 & 8)  
Hear from leaders of neighboring state aviation associations and participate in this one-of-a-kind round table discussion
- 10:30 am - 11:15 am **Break with Exhibitors** (King Street Courtyard)
- 11:15 am - 12:00 pm **NYAMA Business Meeting** (Town Hall)
- All attendees invited
  - Invitation to 2014 Fall Conference
- 12:00 pm - 1:30 pm **Lunch** (King Street Ball Room 2 & 4) [Sponsorship Opportunity]
- Phil Brito Award Presentation

# CONFERENCE PROGRAM, CONTINUED

- 1:30 pm – 2:00 pm **NYSDOT Update, FAA-ADO Update** (Town Hall)
- 2:00 pm – 3:15 pm **Airport Disaster Planning** (King Street Ball Room 6 & 8)  
*Learn about the latest, best practices for airport first response and safety management. What have airports in the region done to mitigate damage from Hurricane Sandy?*
- 3:15 pm – 4:15 pm **Break with Exhibitors** (King Street Courtyard)
- 3:45 pm – 4:15 pm **Corporate Technical Sessions** (Town Hall)  
· Learn more from our vendors  
· Overview of NYAMA's Peer Review workshops in 2013
- 4:15 pm – 5:30 pm **Airport Jeopardy and Cocktail Reception**  
(King Street Courtyard) [Sponsorship Opportunity]
- 6:00 pm – 9:00 pm **Dinner, Corning Tower Observation Deck, Empire State Plaza**  
Sponsored by: **The Louis Berger Group, Inc.**
- 5:30 pm Buses depart from front of Desmond Hotel  
9:00 pm Buses return to Desmond Hotel

## FRIDAY, SEPTEMBER 20, 2013

- 8:00 am – 9:30 am **Breakfast & Farewell** (King Street Ballroom 2 & 4)
- 10:00 am – 11:30 am **Tour of College of Nanoscale Science and Engineering**  
[Sponsorship Opportunity]
- 9:45 am Bus departs hotel from Desmond Hotel  
11:45 am Bus returns to Desmond Hotel
- 10:00 am – 11:30 am **Tour of Albany International Airport**  
[Sponsorship Opportunity]
- 9:45 am Bus departs from Desmond Hotel  
11:45 am Bus returns to Desmond Hotel



# **GUEST SPEAKERS**

## **STATE OF STATE ASSOCIATIONS**

**MR. DAVID DINNEEN, Executive Director**

Massachusetts Airport Management Association

**MS. DIANE TERRILL, PMP, President**

Granite State Airport Managers Association  
Airport Manager, Laconia Airport Authority

**MR. JACK McNAMARA**

New Jersey Aviation Association

**MS. ANN CROOK, AAE, President**

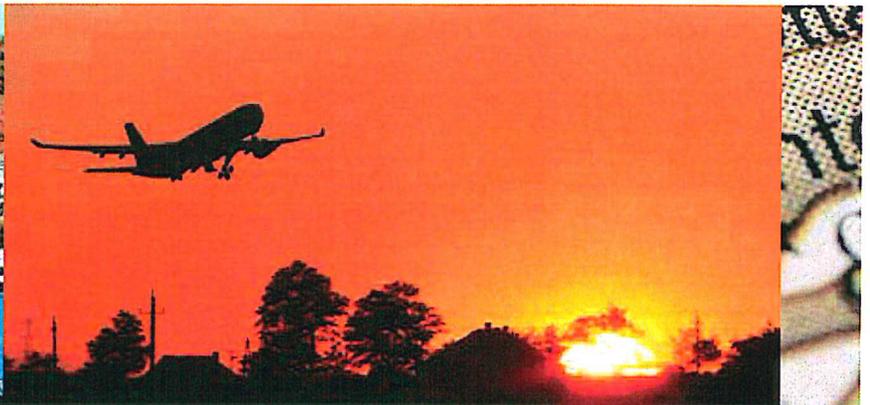
New York Aviation Management Association  
Director of Aviation, Elmira Corning Regional Airport

**MR. ROBERT ROCKMAKER, AAE, Executive Director**

Aviation Council of Pennsylvania

***MODERATOR: BRUCE GEIGER***

*Bruce W. Geiger & Associates, Inc.*



# GUEST SPEAKERS

## AIRPORT DISASTER PLANNING

### **MR. MICHAEL GEIGER, Director**

NYSDOT Republic Airport

### **MR. JOHN PANARELLO, AAE Manager of Airport Services**

Teterboro Airport, New Jersey

### **MR. JOHN SELDEN, General Manager of Airport Certification and Safety**

Port Authority of New York and New Jersey

### **MR. TOM WUTZ, Chief (Ret.)**

Fire Services at New York State Office  
of Fire Prevention and Control

### **MODERATOR: CHIEF DAVID COOK, Fire Chief**

Albany International Airport

### **CORPORATE TECHNICAL SESSIONS**

Conference sponsors and exhibitors are invited to participate in the Thursday afternoon Corporate Technical Sessions—an opportunity to showcase your products and services to conference attendees, plus learn more about NYAMA's Peer Review workshops from the last year. Please indicate your interest on the conference registration form. Session space is limited.

### **AIRPORT JEOPARDY**

Think you know all there is to know about aviation? Then put your skills and know-how to the test with our Airport Jeopardy at Thursday's reception. Where was the first airport, how many enplanements does New York really have each year? Join us and find out!

### **PHIL BRITO AWARD**

The Phil Brito Project of the Year Award recognizes engineering and planning consulting firms for outstanding achievement in the execution of an aviation-related planning, design, or design-build project for an airport or airports located within New York State. This award is named after the FAA New York Airport District Office Long-Time Manager, Mr. Phil Brito, whose tireless efforts greatly contributed to the success of aviation in New York State. Award application fees are used to fund scholarships for students in aviation-related educational programs. NYAMA would like to thank The New York State Department of Transportation Aviation Bureau, the administrator of the awards program, for reviewing the 2013 entries.



# REGISTRATION FORM

Early Conference Registration Deadline: August 23, 2013

Display Table Reservation Deadline: August 23, 2013

Hotel Reservation Deadline: August 27, 2013



NAME \_\_\_\_\_

TITLE/AFFILIATION \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

PHONE/FAX \_\_\_\_\_

EMAIL/WEBSITE \_\_\_\_\_

DATE OF ARRIVAL/DATE OF DEPARTURE \_\_\_\_\_

## CONFERENCE REGISTRATION

Member Registration\* .....\$ \_\_\_\_\_  
(\$375 before 8/23; \$425 after 8/23) Includes all conference meals.

Non-Member Registration\* \$ \_\_\_\_\_  
(\$400 before 8/23; \$450 after 8/23) Includes all conference meals.

One Day Registration Fee  
*Thursday lunch included; Dinner at Corning Tower optional. Same one day fees apply regardless of membership status and time of registration.*  
*NOTE: full conference registration required to reserve a display table.*

One Person (\$250) .....\$ \_\_\_\_\_  
Dinner at the Corning Tower (\$55)\$ \_\_\_\_\_

Display Table Reservation . \$ \_\_\_\_\_  
(\$315/Members; \$390/Non-Members)  
*Exhibitors must register for the conference.*

Exhibitor special needs (please list below):  
\_\_\_\_\_

List *three* table locations in order of preference:  
\_\_\_\_\_

Corporate Technical Presentation Free  
*Available to conference sponsors and exhibit show participants only.*

Please indicate the topic you wish to present:  
\_\_\_\_\_

## SPECIAL EVENTS

### Wednesday (Choose One)

Golf Tournament (\$75/person).....\$ \_\_\_\_\_  
*Must be registered for conference to participate in golf tournament. Cost includes lunch, all beverages on the course & snacks.*

A Day in Saratoga (\$25/person) Includes box lunch. \$ \_\_\_\_\_

### Friday (Choose One)

Airport Technical Tour: Albany International Airport Free  
 College of Nanoscale Science and Engineering Free

## SPONSORSHIP OPPORTUNITIES

Sponsorships .....\$ \_\_\_\_\_  
\$7,500 Platinum | \$5,000 Gold | \$2,500 Silver | \$1,000 Bronze

Event to Sponsor (for Platinum and Gold Sponsors only):  
\_\_\_\_\_

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

*\*Anyone wishing to become a new member of NYAMA by September 18, 2013 will receive 50% off their registration fee (limit one per property/company). Companies joining prior to September 18 will receive the reduced registration fee and will be eligible for the member table fee for the trade show. DUES PAYMENT MUST BE RECEIVED PRIOR TO SEPTEMBER 18. Call NYAMA Headquarters today for your membership application, (518) 432-9973 or download the information from our website: www.nyama.com.*

**Please make checks payable to NYAMA and return to:**  
NYAMA | 136 Everett Road | Albany, NY 12205

For further information about the Fall Conference and Exhibit Show, please contact NYAMA at (518) 432-9973, or e-mail us at [info@nyama.com](mailto:info@nyama.com). Updated information will be posted on NYAMA's website: [www.nyama.com](http://www.nyama.com).

**Cancellation Policy:** Anyone who cancels in writing at least two weeks before the conference will receive a full conference refund. After that time, NYAMA will refund half of the registration fee. There will be no refunds after September 18, 2013. ANYONE WHO DOES NOT CANCEL THEIR REGISTRATION IN WRITING PRIOR TO THE CONFERENCE WILL BE RESPONSIBLE FOR ALL FEES ASSIGNED IN THEIR INITIAL REGISTRATION FORM.

If more than one person from your company is attending the conference, please copy and complete a form for each person attending.

- This is my first NYAMA Conference
- I would be interested in joining others for the First Timer Welcome Briefing on Wednesday to learn more about NYAMA.

## CONTACT INFORMATION FOR THE DESMOND HOTEL AND CONFERENCE CENTER

660 Albany Shaker Road | Albany, New York 12211  
Phone: 1-(800) 448-3500 | (518) 869-8100

**“DRAFT”**  
**8/22/13**

**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, that the Warren County Board 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:

- Airport Manager
- One (1) member appointed by the Fixed Base Operator

- One (1) member appointed by the Pilots Association
- One (1) member appointed by the Chairman of the Facilities Committee who shall be a resident of Warren County
- One (1) member appointed by the Warren County Economic Development Corporation Warren County, New York

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 marketing of the Airport, 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.