

Warren County Board of Supervisors

Committee: County Facilities (*Airport-Buildings & Grounds*)

Date: August 22, 2013

Committee	Members	Others Present:
Present:		Jeffery Tennyson, Superintendent of the Department
Supervisors	Girard	of Public Works
	Wood	Frank Morehouse, Superintendent of Buildings
	Loeb	Ross Dubarry, Airport Manager
	Westcott	Kevin Geraghty, Chairman of the Board
	Mason	Paul Dusek, County Administrator
		Martin Auffredou, County Attorney
		Amanda Allen, Deputy Clerk of the Board
		Frank Thomas, Budget Officer
		Supervisors Frasier
		Merlino
		Montesi
		Strainer
		Taylor
		Mike Swan, County Treasurer
		Don Lehman, <i>The Post Star</i>
		Thom Randall, <i>Adirondack Journal</i>
		Nicole Livingston, Second Deputy Clerk
		<i>Please see attached sign-in sheet for all others present</i>

Mr. Girard called the meeting of the County Facilities Committee to order at 11:00 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Loeb 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 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 informed the only items for discussion this month were the Referrals. He began with Item 1 which concerned the possibility of constructing an additional bus shelter in the back of the Municipal Center and expanding the Greater Glens Falls Transit (GGFT) bus schedule. He advised that Mr. Loeb had been in contact with GGFT and received estimates for another bus stop; however, he said, until GGFT made a decision as to whether or not they would expand their bus schedule, he suggested delaying any construction. Mr. Morehouse noted if a shelter was going to be constructed in the back of the Municipal Center, the concrete pad should be poured before cold weather arrived.

With regard to Item 2, the restructuring of the entrance of the Municipal Center, Mr. Morehouse stated they were still working with the Engineers in Warrensburg and they had not received any additional input for the design from County employees or groups. He remarked they were waiting to develop three proposals to present to the Committee.

Jeffery Tennyson, Superintendent of Public Works, added there would not be any substantial progress on the designs until the end of the construction season that the Engineers were heavily involved in. He anticipated the Engineers would be able to work on the proposals in October or November, but the problem with that time frame was that the budget would be adopted by then. He questioned if the Committee desired earmarking funds in the upcoming budget for this project or to wait for stronger estimates and concepts to be developed. Discussion ensued as to the best way to proceed. Paul Dusek, County Administrator, recommended waiting until the end of the construction season to allow the Engineers the appropriate time to prepare conceptual designs, as well as cost estimates and including the funding in the 2014 budget cycle with the construction planned for 2015. The Committee agreed with Mr. Dusek's recommendation.

Mr. Morehouse reported that he did not have an update relative to Item 3, concerning the video boards at the Glens Falls Civic Center.

In connection with Item 4, installing sound absorbing panels in the hallway, Mr. Morehouse apprised he received an estimate of approximately \$1,500 to insulate one wall; however, he pointed out that the person he spoke with that sold the panels did not believe they would resolve the issue. He outlined the work that would be necessary to effectively reduce the noise levels from the hallway, which could total about \$5,000 in materials. Following discussions, it was the consensus of the Committee to place signs in the hallway requesting silence while a meeting was taking place prior to expending funds for renovation work.

Concluding the Agenda review, Mr. Morehouse expounded his last item pertained to the cost of paint to form an employee walking path around the Municipal Center. He stated it would cost approximately \$420 for 40 gallons of paint plus the cost of labor for a total of about \$1,200 to \$1,500, as opposed to a cost of \$5,000 for taping, to create the walking path. He added the work could be done in-house with the use of the Airport striper. In response to an inquiry, Mr. Dusek recalled a recommendation had been made for a Contingent Fund transfer to cover the cost of this work and the amount would be for just the paint because Buildings & Grounds staff would perform the work when they were available. Mr. Tennyson requested clarification on what would be painted and what the estimate was based on. Mr. Morehouse explained the estimate was based on 2, 1 foot lines, 4 to 5 feet apart, with no hatching in the middle because that was not required for a crosswalk within a parking lot. Mr. Dusek expressed his support to this approach to accomplish the walking path.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request for a Contingent Fund transfer for an approximate amount of \$420 to purchase paint to form an employee walking path as outlined above, and to refer the same to the Finance Committee. A copy of the Transfer of Funds request form is on file with the minutes.

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

Commencing the Agenda review, Mr. Dubarry presented a request to amend Resolution No. 90 of 2013 which authorized the agreement with the Adirondack Hot Air Balloon Festival, to allow the local VFW to sell Premium Parking Passes as an agent of the Balloon Festival, less 10% of the Premium Parking pass revenue sold by them for administrative expenses, if any; and to authorize a guided bicycle tour of the Airport during the day on Saturday, September 21st, being organized by the Warren County Safe & Quality Bicycle Organization. Mr. Tennyson clarified the bicycle tour would be guided and very structured and they were working to do this safely and to protect the County's interest, while providing a unique experience to the residents of the County. He provided a more detailed description of the planned bicycle tour.

Motion was made by Mrs. Wood, seconded by Mr. Mason and carried unanimously to approve the request to amend Resolution No. 90 of 2013 as outlined above, and the necessary resolution was authorized for the September 20, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Dubarry requested authorization to attend the New York Aviation Management Association (NYAMA) 2013 Fall Conference in Albany, New York on September 18-20, 2013.

Motion was made by Mrs. Wood, seconded by Mr. Westcott and carried unanimously to approve the request to attend the NYAMA 2013 Fall Conference as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Mr. Girard reported that Mr. Dusek had information regarding the repayment of FAA (Federal Aviation Administration) grant funds relative to the amounts that had been expended to date for the Runway Expansion Project. Mr. Dusek explained that the estimates he was providing were based on the best available information and he noted that they had not communicated with the FAA concerning this. To date, he continued, the total expenditures or commitments were approximately \$795,000 and of that amount, the exposure to the County was about \$423,000. He advised that it was very unlikely that the County would have to repay \$380,000 of the \$423,000, leaving the County with an exposure of around \$80,000 if the expansion project was stopped today. He noted that additional expenses would be incurred as well, such as costs for terminating contracts and consultants, which would increase the County's exposure; however, he said, he would consider it a successful termination if the total amount the County had to spend to stop the expansion project was \$200,000. He cautioned that the costs could be higher than the estimates he provided.

Privilege of the floor was extended to Travis Whitehead, Warren County resident. Mr. Whitehead referred to the Forest Enterprises parcel involved in the land acquisition and he questioned the status of those negotiations. Mr. Dubarry responded the County offered to purchase an avigation easement and 4.13 acres of the Forest Enterprises parcel and that offer had been accepted. Mr. Tennyson agreed that process was proceeding. Martin Auffredou, County Attorney, stated that the avigation easement and fee acquisition offers had been conditionally accepted and still required some legal negotiation.

Privilege of the floor was extended to Tom Cahill, Warren County resident. Mr. Cahill shared his extensive history with the Airport, dating back nearly 50 years, and he recognized the Airport had not changed over the years as much as people may think. He pointed out that the runways were still the same length that they were in the early 1960's. Mr. Cahill expressed his opinion that the Airport was a jewel and he praised the efforts of the Airport staff and Management. He continued to share more examples of his experiences with Warren County Airport as compared to other airports in the country.

Mr. Dubarry continued the Agenda review with the Referrals portion, and he noted Item 1 pertained to the conceptual drawings for the new office space and restaurant at the Airport that the Fixed Base Operator (FBO), Rich Air, was working on. He advised the plans were not available at this time.

The next Item, Mr. Dubarry asserted, was the proposal submitted by Mr. Mason regarding an Airport Advisory Committee. Mr. Mason distributed a draft resolution to the Committee members, a copy of which is on file with the minutes. Mr. Mason recalled that after reviewing the first draft resolution that he had presented last month, the Committee had requested that he narrow the focus of the Committee, change the membership and who the Advisory Committee would report to. He reviewed the changes in detail that had been made to the proposal as listed in the draft and requested by the Committee.

Motion was made by Mr. Westcott and seconded by Mr. Loeb to approve the proposal as presented.

Discussion ensued as to the possible benefits, as well as the negative aspect, of forming an Advisory Committee. Mr. Loeb opined this type of group could be an excellent resource for the Airport management process but he expressed his concern regarding an outside group advising this Committee and Mrs. Wood agreed. Mr. Mason countered that the representatives from the various groups listed in the proposal had expressed an interest in being involved with discussions on the issues that the Committee faced each month. Mr. Tennyson pointed out that the representation as outlined in the proposal were already resources that Mr. Dubarry relied on and worked with closely. He reminded the Committee members that one of Mr. Dubarry's key roles as Airport Manager was to protect the interest and property of the County. Mr. Mason acknowledged the groups that Mr. Dubarry worked with and agreed it would be redundant to have an Advisory Committee that reported to Mr. Dubarry which was why this proposal was structured to have an Advisory Committee report to the County Facilities Committee. In terms of marketing the Airport, Mr. Mason stated that was an area that was lacking and needed additional input from these various groups to achieve a marketing plan. Mrs. Wood apprised the Warren County Economic Development Corporation had recently named a new President and she hoped that they would become more involved with the marketing of the Airport.

Mr. Dubarry expressed his concern that this type of Committee may not be as productive as the intent, noting that this type of arrangement usually worked best when a large project was taking place, such as Airport Master Planning. He recognized that public relations were a large component of the success of the Airport and was an area that needed more focus.

Following discussions, Mr. Girard called the question and the motion was carried by a majority vote, with Mrs. Wood and Mr. Loeb voting in opposition, to establish the Floyd Bennett Memorial Airport Advisory Committee as outlined above, and the necessary resolution was authorized for the September 20, 2013 Board meeting.

With regard to the last Referral Item pertaining to whether FAA funding would have to be repaid if the Runway Expansion Project was not completed, Mr. Dubarry stated that Mr. Dusek had addressed the matter earlier in the meeting.

Mr. Loeb suggested that research be performed to find the appropriate type of technology to collect solid data on Airport usage. Mr. Mason echoed Mr. Loeb's statements and requested Mr. Dubarry to research and provide information on such technology and the associated costs to the Committee at a future date.

Mr. Westcott announced he would be hosting a special meeting concerning the Airport this evening at 7:00 p.m. in the Auditorium of the Queensbury High School and he encouraged all to attend. He apprised there was a lot of great information to share with everyone at the meeting and he clarified he was not advocating for the closure of the Airport, he was just looking to provide facts and information as a positive means to move forward.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Mason and seconded by Mrs. Wood, Mr. Girard adjourned the meeting at 12:25 p.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk