

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: COUNTY FACILITIES**

**DATE: OCTOBER 25, 2013**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS GIRARD  
LOEB  
WESTCOTT  
MASON

**OTHERS PRESENT:**

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
ROSS DUBARRY, AIRPORT MANAGER  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
MICHAEL SWAN, COUNTY TREASURER  
BUD YORK, WARREN COUNTY SHERIFF  
PAM VOGEL, COUNTY CLERK  
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES  
SUPERVISORS BENTLEY  
CONOVER  
FRASIER  
MERLINO  
STRAINER  
TAYLOR  
RACHEL SEEBER, WARREN COUNTY RESIDENT  
TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

---

---

**COMMITTEE MEMBER ABSENT:**

SUPERVISORS WOOD

In the absence of both the Committee Chairman Girard and Vice Chairman Wood, Mr. Loeb called the meeting of the County Facilities Committee to order at 10:30 a.m.

Motion was made by Mr. Mason, seconded by Mr. Westcott 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 Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), who distributed copies of the Buildings & Grounds agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Tennyson advised there were two referrals that needed to be addressed at the meeting, the first of which was from the Public Safety Committee requesting review of a proposal to construct a shelter to house the Office of Emergency Services (OES) vehicles and equipment.

Mr. Tennyson asked Brian LaFlure, Fire Coordinator/Director, Office of Emergency Services, to brief the Committee on the request. Mr. LaFlure stated he estimated there to be \$500,000 of temperature sensitive equipment resting on tires in the parking lot of the Municipal Building. He said he felt it was necessary to research whether a storage building could be erected on the Municipal Center campus to house the OES equipment and the other half of the building could be utilized by the Buildings and Grounds Department, or however they so desired. He explained that delays in response times to emergencies occurred during inclement weather such as snow or ice because the equipment needed

to be shoveled out or thawed. He pointed out the OES was paying rent to store a trailer in the garage of the South Queensbury Fire Station. He suggested the County research whether a car port could be erected on the Municipal Center campus, as he felt this would provide ample storage for the equipment.

Mr. Loeb questioned what the cost would be and Mr. LaFlure replied that he was unsure. He stated he was hopeful that this project would be considered for the Spring of 2014. Paul Dusek, County Administrator, advised that if this was something the Committee wanted to consider, changes would need to be made to the 2014 County Budget to make funds available for the project. He said that since there was no estimated cost for the project it would be difficult to include in the 2014 budget; however, he said, it could be included in the 2015 County Budget. Mr. LaFlure interjected that he understood there were budget constraints but he felt this was necessary to consider, as it was not suitable for the equipment to remain outside. Mr. Bentley asked if grant finding could be utilized for this construction and Mr. LaFlure replied in the negative. He explained that although grant funds could be used to cover the cost of renting space, they could not be used to build new structures.

Mr. Girard entered the meeting at 10:39 a.m. and chaired the remainder of the meeting.

Mr. Tennyson advised that if there was an immediate need for space at this time, the Buildings & Grounds Department had some cold storage space available on the Municipal Center Campus that could be utilized. He noted offsite space was available, such as the portion of the former Perkins Building that D&G Recycling was not renting, which could be utilized through the winter. Mr. LaFlure commented that the turning radius to get the trailers into the building was inadequate and there was no delineation to line off the space rented to D&G.

Mr. Tennyson asked Ross Dubarry, Airport Manager, whether there was storage space available at the Airport and Mr. Dubarry replied affirmatively. He explained there was a barn that was used for cold storage. He pointed out that the proposed snow removal building would be eligible for Federal Aviation Administration (FAA) grant funding, and if it ever came to fruition, it would free up space in a few bays that could be utilized by OES for storage; however, he noted, this project was not planned for a few years.

The FAA, Mr. Tennyson said, provided grant funds for constructing new buildings for Airport purposes, which would free up space in other buildings that could be leased to the OES and generate revenue for the Airport rather than paying rent to the South Queensbury Fire Department for storage. He stated he felt the current space available should be explored for the immediate need and then research expanding in the future.

Mr. Girard queried whether a grant was available that would incorporate space for the OES vehicles and equipment so they would not have to lease space and Mr. Dubarry replied affirmatively. He explained that the FAA recognized in-kind services and he felt assisting OES with storage space would be permissible. Mr. LaFlure stated that because there was only one tow vehicle for three trailers they needed to be careful about separating the equipment. He said he understood it probably would not happen but the ideal situation was to store all the equipment on the Municipal Center Campus.

Mr. Mason apprised he felt that all the ideas presented were suitable and they should be looked into further. Mr. Girard advised the Perkins site could be used for the winter, as this would keep the equipment out of the inclement weather. Mr. LaFlure reiterated that the site would need to be altered so the trailers would not have any issues entering or exiting the building. Mr. Bentley queried

whether the County could construct a building and the OES could use grant funds to lease the building for space which would assist in paying for the new building and Mr. LaFlure said he was unsure. Mr. LaFlure stated he did not think the OES should have to lease space that the County owned.

Kevin Geraghty, Chairman of the Board, asked Mr. Tennyson if he had someone available in the DPW who could draft the pole barn and estimate the cost and Mr. Tennyson replied affirmatively, but noted they were already behind on road work and this was a sizeable building which would require the review of a Highway Engineer. He said from his perspective the immediate concern was providing shelter for the equipment and that research could be done as to where the building would be located and constructed.

Mr. Tennyson advised that providing an estimate based upon Mr. LaFlure's sketches and utilizing the Municipal Center Campus as the location would not be an issue; however, he noted, locating the building elsewhere may change the costs. He pointed out another aspect to take into consideration was the design of the structure for cold storage versus possibly enclosing it and adding heating in the future which would create the need for a slab. Mr. LaFlure said that the OES only had one piece of equipment that needed to be kept warm, which was now stored in the South Queensbury Fire Station; however, he stated, if a pole barn was erected in a secure location heaters could be used to keep the equipment at the required temperature.

Mr. Westcott apprised he felt it was crucial to find a solution for this problem, as response time in an emergency was critical. He questioned whether all the vehicles required a power source and Mr. LaFlure replied affirmatively. He said it was necessary to review whether any of the existing buildings could be utilized for a short term solution to get through the winter months and to review this plan more closely for next year.

Mr. Girard suggested touring the Perkins facility to determine whether alterations could be made to allow better access for the trailers. Mr. Thomas suggested utilizing the pavilions located on the Warren County Fairgrounds Property. Mr. LaFlure said that although this was a sound idea it would delay response time because individuals would have to travel a considerable distance to access the equipment and, he noted, the site was not secure.

Mr. Loeb stated that due to budget restraints it may be more cost effective to look into building a small pole barn on the Perkins site so that all the equipment could be stored in one location. Martin Auffredou, County Attorney, advised he would need to research whether any restrictions existed for the use of the property.

With regards to the surveying of existing properties, Mr. Tennyson felt this was the responsibility of himself, Mr. LaFlure and Frank Morehouse, Superintendent of Buildings, to complete. He reiterated that the bay located near the Probation Department could be utilized for the winter, as the lawn mowing equipment could be stored elsewhere for the winter months. Mr. LaFlure queried about the building located adjacent to Westmount Health Facility and Mr. Tennyson responded that this may be a possibility for storage of the smaller OES equipment such as the generator.

Mr. LaFlure advised he would work with whatever storage was provided to him on a short-term basis; however, he restated the need to develop permanent storage for the equipment. Mr. Girard acknowledged that Mr. LaFlure had been persistent in requesting that a plan be developed for storage over the last few years and recognized the amount of OES equipment had increased. Mr. Mason queried whether the Old Jail could be considered as a possible location and Mr. LaFlure

replied in the negative. He said he felt that the design of the building would make it difficult to reconfigure the building for the open space required. Mr. Tennyson added that it would likely have to be demolished to make the space suitable to store the OES equipment.

Mr. Girard suggested working with Mr. LaFlure to look into all of the options presented and get a better idea on what direction to take. Mr. Girard stated that if it was possible they would place the equipment in temporary storage for the upcoming winter months. Mr. LaFlure said his only concern was that the equipment be stored in a secure place; however, he advised, he appreciated any assistance that was offered.

Mr. Girard questioned whether grant funds could be used for the building and Mr. LaFlure replied in the negative. He explained grant funds could not be used to construct buildings; however, he said, he thought it may be permissible to lease space. He stated that he would have to look into what types of grant funding were available, as grants dictated what the funds could be used for.

In reference to local fire houses, Mr. Girard queried whether Mr. LaFlure had any knowledge of plans for local fire houses to incorporate storage at their facilities for the OES equipment and Mr. LaFlure replied in the negative. He stated that he had looked into this as a possible solution; however, he said, he had been advised there was no space available. He said they were currently paying to store one trailer in the wash bay at the South Queensbury Fire House.

In reference to the referral from the County Clerk-Motor Vehicles Committee, Pam Vogel, County Clerk, advised that she had brought up some concerns she felt needed to be addressed regarding safety in the Department of Motor Vehicles (DMV)/County Clerk portion of the Municipal Center Building. She said that in prior years security had been considered for different entrances of the building; however, she stated, it had not been acted upon. She apprised since there was an increase in attention to workplace violence and safety concerns she had forwarded the incidents that occurred at the DMV to the Safety Committee, as well as the County Clerk-Motor Vehicles Committee.

Mrs. Vogel estimated the Warren County DMV processed 65,000 transactions on an annual basis and had heavy traffic because individuals completing transactions were often accompanied by family members. She said the DMV received the heaviest volume of business from March through October, with transactions slowing down from November through the cold weather months.

With regards to staffing, Mrs. Vogel apprised this was always an issue because of vacations, leave time, lunches and breaks. She said the DMV had to follow a very strict procedure with lunches and breaks to ensure there was adequate coverage in the office at all times. She pointed out the New York State DMV frequently made procedural changes that impacted the Warren County DMV, such as the most recent change that dealt with testing procedures.

Another major issue that occurred on a regular basis over which she had no control, Mrs. Vogel said, was the New York State DMV computer system. She advised it was very frustrating to the staff as well as the public. She stated in some instances New York State was not even aware there was an issue and frequently they were unable to provide a time frame of when the issue would be resolved.

Mrs. Vogel apprised all of the aforementioned scenarios affected the delivery of service. She stated when there were backlogs and longer waiting times it increased the stress level in the office and created longer lines and waiting periods. She said in previous instances overcrowding, long waits or disagreements on how transactions should be managed had caused situations where security needed to be called. She advised there was no way to track the number of times security had been

called. She noted security was present at closing time every day and there was an alarm monitored by Mahoney Notifier, as well as panic buttons the staff could use if they felt there was an immediate need for security.

Mrs. Vogel asked for consideration to have security stationed permanently at the DMV/County Clerk portion of the building, as this section of the building received heavy traffic. She suggested stationing a security guard outside the DMV/County Clerk portion of the building and having security assigned in the DMV Office during heavy traffic and testing times, as she felt this presence would assist in diffusing any potential problematic or confrontational situations.

Mr. Loeb advised he felt it would be beneficial to have security stationed at that entrance of the building, similar to how security was stationed at the entrance of the Human Services Building (HSB) to diffuse stressful situations. Mr. Westcott questioned who the security personnel reported to and Mr. Dusek replied they reported to the Sheriff. Mr. Westcott stated he felt it was appropriate for security to be stationed at that entrance because of the high volume of traffic.

Bud York, Warren County Sheriff, entered the meeting at 11:14 a.m.

Mr. Dusek apprised there were different ways to handle security in that portion of the building such as having a controlled entrance like the HSB or having a security guard stationed at a desk outside of the DMV. Mr. Dusek asked the Sheriff if he had sufficient personnel to be able to allocate a security guard outside of the DMV and Sheriff York said he was unsure. He explained that the security personnel were comprised of a pool of part-time employees and he felt there may be a need to hire an additional staff member to accommodate the request. Mr. Mason queried whether it would be possible to shift people around so there would be no impact on the budget and Sheriff York said he was unsure. He stated that he could look into this and report back to the Committee.

Mr. Girard questioned whether the security guard would facilitate the exams in the DMV and Mrs. Vogel replied in the negative. She said that during the times tests were administered she would like a security guard present and the remaining time stationed outside of the DMV/County Clerk portion of the building so there was a full-time security presence. Sheriff York advised he would work with Mrs. Vogel on her specific needs and report back to the Committee.

Proceeding to agenda item 4, referrals, Mr. Tennyson suggested removing item one from the referral list, as he felt there was no need to discuss it until Greater Glen Falls Transit (GGFT) made a change to their transit schedule. Mr. Loeb advised he had met with GGFT and he felt it was necessary to move the current enclosure by the HSB to the other side of the Municipal Center Campus near the Sheriff's Department, and construct a larger enclosure at the HSB. He said that GGFT estimated the cost for the larger shelter to be between \$8,000 to \$9,000 and they insinuated they could include it in next year's budget; however, he stated, they inquired whether the County could contribute any funds toward the construction. He apprised he was unsure of how to proceed on the project but he felt it was something that should be looked into.

Mr. Girard interjected he thought a study had been completed that depicted there was no need for an additional shelter on the other side of the campus. Mr. Loeb advised that the GGFT agreed that the current shelter was undersized and should have four sides; however, he said, they did not feel there was enough traffic to justify a shelter on the other side of the building. He noted he believed a shelter on the other side of the campus was necessary, as individuals had to walk a considerable distance during inclement weather to get to the Courts or the Sheriff's Department. Mr Girard apprised if GGFT had identified the enclosure as being too small it would warrant further discussion;

however, he said, if they felt there was not enough traffic to justify the expenditure he would have a hard time supporting it. Mr. Mason questioned whether GGFT would be sharing the costs with the County and Mr. Loeb replied GGFT had insinuated they may include it in their budget for next year; however, he said, they had not committed to it. Mr. Mason disclosed if GGFT was going to pay for the project out of their own budget he supported it, but if it was going to cost the County money, more information would be required before a determination could be made.

Mr. Girard suggested having a representative from GGFT attend the next meeting to discuss the matter further. Mr. Tennyson advised if there were schematics for the proposed larger shelter he could have Buildings and Grounds review them and generate an estimate on the concrete costs for the larger shelter. Mr. Loeb apprised he would send the schematics to Mr. Tennyson for review.

With regards to the second Referral item, Mr. Tennyson stated he had no new information about the restructuring of the main entrance to the Municipal Center.

Mr. Tennyson asked Mr. Auffredou to provide an update on item three of the referral list. Mr. Auffredou advised he had been assured by the Mayor of the City of Glens Falls that they were working with the contractor to correct the issues with the video boards at the Glens Falls Civic Center; however, he said, he was unsure if the issue had been taken care of. Mr. Bentley apprised he had attended the last hockey game and he felt the screens were not perfect but there was a significant improvement. Mr. Auffredou added he thought it was not so much the screens but rather the camera angles that made it difficult to view the replays. Mr. Tennyson questioned whether this should be removed from the referral list and Mr. Girard replied affirmatively.

Mr. Tennyson requested that Mr. Morehouse provide an update on item four of the referral list. Mr. Morehouse said that when the issues with the software for the sign machine were corrected he would make new signs for the hallway outside the Committee Room; however, he stated, in the meantime he had placed the old sign from the Board Room in the corridor outside the Committee Room to discourage talking. Mr. Loeb advised he believed there should be a way to engineer the Committee Room so outside noise did not interfere.

Mr. Girard questioned whether meetings could be conducted with the doors closed and Mr. Loeb replied he did not think this was a valid option, as he thought there was a requirement for the doors to be open. Mr. Morehouse queried whether placing a sign on the door stating "open meeting please come in" would satisfy this requirement, as he felt no matter what type of reconfiguring was completed outside noise would still present a problem as long as the doors were open. Mr. Dusek discouraged closing doors for open meetings, as he felt it would not be received well by the public. Mr. Auffredou added that while there was no legal requirement that the doors be open, he agreed with Mr. Dusek that it would not reflect well upon the County if the doors were closed. Mr. Loeb suggested removing the item from the list, as he felt it could be addressed in the future if it was necessary and the Committee members concurred.

The remaining two items on the referral list, Mr. Tennyson apprised would remain on the list, as updates would be provided at a later date.

The Buildings and Grounds portion of the County Facilities meeting concluded at 11:31 a.m.

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 presented the following requests:

- 1) Closing Capital Project No. H244.9550 280, Airport Obstruction Removal;
- 2) Amending the 2013 County Budget to increase estimated revenues and appropriations in the amount of \$15,000 to allocate the remaining funds from Capital Project No. H244.9550 280, Airport Obstruction Removal;
- 3) Increasing Capital Project No. H335.9550 280, Runway 1 Obstruction Removal, in the amount of \$1,150,000 for the final phase of construction and support services to remove and mitigate tree obstructions in the approach to runway 1;
- 4) Authorizing a new contract with C&S Companies, Inc. to provide construction observation and administration services for the Runway 1 Obstruction Removal, Capital Project No. H335.9550, for a total amount not to exceed \$135,500;
- 5) Authorizing a new contract with Downes Tree Service Co., Inc. to provide construction services for the Runway 1 obstruction removal, Capital Project No. H335.9550 280, for a total amount not to exceed \$998,801.

Regarding Item 5, Mr. Westcott questioned whether there was an obligation to award the project to the lowest bidder and Mr. Dubarry replied affirmatively. Mr. Westcott asked Mr. Dubarry why he felt more local companies did not bid on the project and Mr. Dubarry responded that he was unsure. He speculated local companies may not have submitted bids because of the challenges and complications that arise when performing obstruction removal within wetlands.

Mr. Westcott advised he would like to have a discussion at a later date in reference to how to get more local firms involved in the \$8,000,000 runway expansion project. He questioned whether the New York State Department of Environmental Conservation (NYSDEC) had approved the application for the project permit and Mr. Dubarry replied in the negative. He explained the NYSDEC had not approved the wetland permit application; however, he said, if for some reason a permit was not issued the project could still move forward, as the wetlands mitigation was less than twenty percent of the total project. Mr. Westcott queried whether the area in the wetlands where tree removal and mitigation was taking place was the same area the runway expansion would be and Mr. Dubarry said that less than one acre of this area would be incorporated in the runway expansion.

Mr. Mason stated he had spoken with a local tree removal company and they had indicated if the project was split up they could complete most of the work. He advised if there was a way of splitting up the projects without any additional costs to the County so that more local businesses would be eligible for projects he would support it. Mr. Tennyson apprised he felt a good way to incorporate local businesses into projects would be for them to subcontract with the larger firms. He said he felt smaller businesses shyed away from grant funded projects because of the rules and regulations set forth by the grant. He noted that a significant amount of the materials for the runway expansion would likely originate from local firms.

Travis Whitehead, Warren County Resident, asked for further explanation as to why the NYSDEC had not approved the permit yet. Mr. Dubarry explained the public comment period had just closed on the wetland permit application and the State Environmental Quality Review Act (SEQRA) process was just completed, as well. He continued they now had to respond to the public comments and submit them to the NYSDEC for review so they could make a determination as to whether the permit would be issued. Mr. Whitehead questioned why the contracts were awarded prior to the permit being issued and Mr. Dubarry replied as per the permit requirements some of the tree removal and wetland work needed to be completed during the winter months; therefore, he said the authorization to execute the contracts needed to be in place.

Mr. Whitehead queried why a decision needed to be made this month, as there was no guarantee a permit would be issued. He asked why the contract was awarded to a New Jersey firm when the contract could be split and local contractors could complete a portion of the work outside of the wetlands. Mr. Tennyson interjected he did not anticipate splitting up the work. He said that it was normal practice to award contracts prior to receiving the permits and he did not foresee any extraordinary measures being required for the permit that were not already encompassed in the contract. He stated he did not think the additional costs to the county could be justified if the project were split up and sent out for rebid.

Mr. Whitehead questioned if the County was obligated to work with the contractor from New Jersey if the contract was approved today and the NYSDEC did not approve the permit in time for the work to be completed in the winter and Mr. Tennyson responded that he was unaware of any conditions that would prevent the NYSDEC from issuing the permit. Mr. Whitehead queried whether the County was obligated to pay the contractor if the permit was not issued and Mr. Tennyson replied in the negative. He explained there was not an obligation to pay the contractor if no work was completed. Mr. Whitehead asked whether the County would be required to work with the contractor if the work could not be completed until next year and Mr. Tennyson restated he did not foresee any issues with the permit being issued in a timely manner so the work could be completed this winter. He added should an unforeseen circumstance occur to cause the NYSDEC not to issue the permit the contract would be closed and the work completed would be paid for, with the remaining work to commence under a new future contract.

Mr. Westcott advised he could not justify approving the aforementioned requests without having the permit approval from the NYSDEC, as well as having a better understanding of how the mitigation and obstruction removal interacted with the Runway expansion.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried by majority vote to approve requests 1-3 as outlined above and refer same to the Finance Committee with Mr. Westcott voting in opposition . *Copies of the resolution request forms are on file with the minutes.*

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried by majority vote to approve requests 4 and 5, as outlined above, with Mr. Westcott voting in opposition, and the necessary resolutions were authorized for the November 15, 2013 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Mr. Dubarry advised items 6 and 7 on the agenda were related. He stated item 6 was a request to establish Capital Project No. H346.9550 280, Environmental Assessment Off Airport Obstruction Removal and Miscellaneous Airport Improvements, and item 7 was a request for a new contract with McFarland Johnson, Inc. in an amount not to exceed \$237,794 to conduct an environmental assessment for land acquisition and obstruction removal in the runway approaches to 12, 19 and 30 for the aforementioned Capital Project. Mr. Loeb questioned if the request was to execute a grant application and Mr. Dubarry replied in the negative. He said the grant had already been applied for and received; however, he said, a Capital Project needed to be established and the contract had to be awarded to complete the work.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve request number 6 as outlined above and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve request number 7 as outlined above and the necessary resolution was authorized for the November 15, 2013 Board meeting. *A copy of the resolution request form is on file with the minutes.*

With regards to referrals, Mr. Dubarry advised that he had contacted Rich Schermerhorn of Rich Air (FBO), to inquire if he intended to move forward with the conceptual drawings for the office space and restaurant and Mr. Schermerhorn had indicated he was preoccupied with preparation work for the winter and had not had a chance to perform any additional work on the proposal.

In regards to the referral whether new software existed to determine the level of use at the Airport, Mr. Dubarry stated he had determined there was software available; however, he said, he would require additional time to provide an estimate of the cost.

Mr. Strainer asked whether a future meeting would be scheduled to discuss how the issues that arose during the Balloon Festival this year could be alleviated and Mr. Girard replied he thought a meeting with all participants should be set up. Mr. Tennyson suggested they attend the annual Balloon Festival meeting with the DPW and Sheriff's Department. He stated he had received feedback on areas that could be improved upon, as well as conducting an after action review. He said he and Mr. Dubarry would meet with the organizers of the Adirondack Balloon Festival to discuss the coordination of the event; however, he stated, the organizers had not expressed an interest in attending the meeting with the Sheriff's Department to discuss traffic flow for the Balloon Festival.

Rachel Seeber, Warren County resident, advised she had met with Mr. Dubarry to discuss the Airport. She stated she had been unaware that Mr. Dubarry spent a lot of time ensuring administrative costs at the Airport were a component of in-kind matching funds. She noted this was not a common occurrence and was very rare to see this in other Airports or Counties in New York State. She commended Mr. Dubarry for monitoring the costs so thoroughly and accounting for them.

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 11:58 a.m.

Respectfully submitted,  
Sarah McLenithan, Secretary to the Clerk of the Board