

County Facilities Committee - Airport
Department of Public Works
AGENDA
September 1, 2015 – 10:30am

Committee Members: *GIRARD, Wood, Conover, Monroe, Seeber, Strough, Westcott*

- I. **Committee Meeting Call To Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**
 - Page
 - 2 In-State Travel – NYAMA Fall Conference..... Ross Dubarry
Rationale: Annual Conference and BOD business meeting
 - 6 Misc – DBE Program Update..... Ross Dubarry
Rationale: Regulatory updates per 49 CFR Part 26
 - 7 Transfer Funds – Access Control/Security..... Ross Dubarry
Rationale: Add vehicle gate #3 (Jet Hangars) to access control system
 - 8 Amend Contract – Schermerhorn Aviation, LLC..... Ross Dubarry
Rationale: Increase leased area to add outdoor patio
- IV. **Referral/Pending Items**
 - Schermerhorn Aviation to provide in-person report on status of new restaurant, tenant, anticipated opening and hours of operation.
- V. **Information for Discussion/Review**
 - Page
 - 2015 Balloon Festival Update
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments

2

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 2015 Fall Conference
(Name of meeting or organization)

at Hyatt Regency, 125 E Main St, Rochester, NY 14604
(Address)

on September 16-17, 2015. 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)

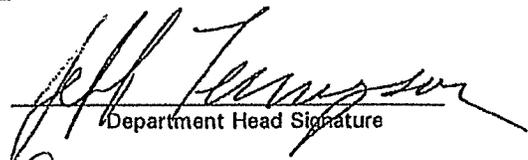
- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 129 GSA* Rate \$ 105
- Meal costs - GSA*per diem rate \$ 51

*www.gsa.gov

Date: 08/25/2015


Department Head Signature

Date: 09/1/2015


Committee Chairman Signature

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

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE

SCHEDULE OF EVENTS

3



WEDNESDAY, SEPTEMBER 16

- 7:30 am - 6:00 pm Registration Table Open | *Grand Foyer*
- 8:00 am - 9:30 am Board of Directors Breakfast Meeting | *Eastman Board Room*
- 7:30 am - 12:30 pm Make the Turn - Lake Ontario Fishing Charter
7:30 am Bus departs from Hyatt Hotel (Main St.)
12:00 pm Bus departs for Hyatt Hotel
- 9:45 am - 4:30 pm Golf Tournament at Irondequoit Country Club
Sponsor: MAPCO Auto Parks
9:45 am Bus departs from Hyatt Hotel
10:30 am Tee off
4:00 pm Bus departs for Hyatt Hotel
- 10:00 am - 4:00 pm Strong Museum of Play & Lunch at George Eastman House
Sponsor: C&S Companies
10:00 am Bus departs from Hyatt Hotel
12:00 pm Bus departs the Strong Museum
12:30 pm Bus arrives at George Eastman House
3:30 pm Bus departs for Hyatt Hotel
- 2:00 pm - 5:30 pm Exhibitor Set-up | *Grand Foyer*
- 6:30 pm - 7:30 pm Welcome Reception | *Grand Foyer*
Sponsor: Greater Rochester International Airport (ROC)
First Timer Welcome Reception and Briefing
- 7:30 pm Dinner on your own

THURSDAY, SEPTEMBER 17

- 7:30 am - 5:00 pm Registration Table Open | *Grand Foyer*
- 7:45 am - 8:30 am Breakfast Buffet | *Grand Foyer* | Sponsor: Passero Associates
- 8:45 am - 9:15 am Welcome and Opening Session | *Grand Ballroom D*
President's Welcome, Michael A. Giardino
Monroe County Executive, Hon. Maggie Brooks
- 9:15 am - 10:00 am FAA Briefing | *Grand Ballroom ABC*
Elliot Black, FAA Director of Airport Planning & Programming
- 10:00 am - 11:00 am State of the State | *Grand Ballroom ABC*
NYADO Update - Evelyn Martinez, Manager
NYSDOT Update - Gerardo Mendoza, Acting Director, Aviation Bureau
- 11:05 am - 11:35 pm NYAMA Business Meeting - All attendees invited | *Grand Ballroom EFG*
Invitation to 2016 Fall Conference
- 11:15am - 12:00 pm Break with Exhibitors | *Grand Foyer*
- 12:00 pm - 1:30 pm Lunch and Keynote Speaker | *Grand Ballroom D* | Sponsor: Delta Air Lines
Speaker: James W. Sarvis, Vice President of Airport Customer Service, Delta Air Lines
Phil Brito Award and Bill Shea Award Presentations
- 1:30 pm - 2:15 pm Airport Do's and Don'ts – A Legal Perspective | *Grand Ballroom ABC*
Speaker: T.J. Roskelley, Esq., Anderson & Krieger LLP
T.J. Roskelley will discuss current legal issues facing airports around the country, including FAA grant assurance compliance, airport minimum standards, airport/airline leases, airport rates and charges and illegal revenue diversion.



THURSDAY, SEPTEMBER 17, continued

2:15 pm - 3:00 pm

Concurrent Sessions:

Social Media Application at Airports | Grand Ballroom ABC

Speaker: Amy Burritt, The Quotient Group

This informative session will cover how you can promote your airport or business using Facebook, Twitter, LinkedIn and more.

Active Shooter Session | Grand Ballroom EFG

Speaker: Todd Brinkerhoff, Monroe County Sheriff's Office

This training exercise will review safety precautions and situational awareness that airport employees can use to prepare for unexpected emergencies.

3:00 pm - 3:45 pm

Break with Exhibitors | Grand Foyer

3:45 pm - 4:45 pm

Concurrent Sessions:

UAV Session | Grand Ballroom ABC

Speaker: Frank Cost, Rochester Institute of Technology (RIT)

The role of UAVs is growing at unprecedented rates. Find out what you need to know from experts in the field. This presentation features recent and future developments in drone-based digital photography.

Disaster Planning: Colgan Air Flight 3407 | Grand Ballroom EFG

Speaker: David M. Bissonette, Emergency Coordinator, Town of Clarence

The historic crash of Flight 3407 tragically took 50 lives in 2009. Hear about the lessons learned from the Town of Clarence Emergency Coordinator about this event.

4:45 pm - 5:45 pm

Cocktail Reception | Grand Foyer ; Sponsor: CHA Consulting

6:00 pm - 9:30 pm

ROCToberfest - Dinner at Genesee Brewing Company | Sponsor: VMD-MTS, Inc.

6:00 pm Buses depart from Hyatt Hotel

9:15 pm Buses depart for Hyatt Hotel

FRIDAY, SEPTEMBER 18

8:00 am - 9:30 am

Farewell Breakfast | Grand Ballroom EFG

10:00 am - 11:30 am

ROC Triennial Emergency Drill

The Greater Rochester International Airport (ROC) will conduct the Federal Aviation Administration (FAA) required Triennial Emergency Drill. Attendees at NYAMA are welcome to observe this full scale exercise. The drill will include approximately 100 volunteers, some of whom will be transported to local hospitals. The hospitals will also participate and exercise their mass casualty plans and emergency response facets of a large scale aircraft incident.

Conference Attire

Business casual attire is strongly encouraged

Air Travel

Participants requiring air travel can fly into the Greater Rochester International Airport, just a short distance from the Hyatt Regency Rochester. Airport pick-up may be provided upon request. When you arrive in Rochester, please call 585-546-1234 or use the courtesy telephones by the baggage claim area for pick-up.

Hotel Accommodations

We will be staying at the Hyatt Regency Rochester. When making reservations, indicate that you are with the New York Aviation Management Association (NYAMA), which entitles you to the following room rates:

\$129/night-Single/Double Rate

Reservations can be made by calling 888-421-1442 or 585-546-1234.

PLEASE NOTE: Reservations must be made no later than August 18.

NYAMA 2015 Fall Conference & Exhibit Show

REGISTRATION FORM

Early Conference Registration,
Display Table & Hotel Reservation
Deadline: **August 18, 2015**



Conference Registrant *(one form per attendee)*

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

NAME _____

TITLE _____ AFFILIATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

DATE OF ARRIVAL _____ DATE OF DEPARTURE _____

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

Full Conference Registration

INCLUDES ALL CONFERENCE MEALS	BY 8/18	AFTER 8/18
Member Registration	<input type="checkbox"/> \$375	<input type="checkbox"/> \$425
Non-Member Registration	<input type="checkbox"/> \$400	<input type="checkbox"/> \$450

One Day Registration

Thursday lunch included; Genesee Brew House 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 Genesee Brew House \$55

Display Table Reservation *(Exhibitors must register for the conference)*

	MEMBER	NON-MEMBER
Display Table Fee	<input type="checkbox"/> \$315	<input type="checkbox"/> \$390

Exhibitor special needs (please list below):

List three table locations in order of preference:

Please indicate the topic you wish to present:

Special Events

Wednesday *(OPTIONAL: choose one)*

- Make the Turn Charter Fishing Excursion \$50
- Golf Tournament *(Must be registered for conference to participate in golf tournament. Cost includes lunch, all beverages on the course & snacks.)* \$90
- Strong Museum of Play and George Eastman House *(Includes luncheon)* \$50

Thursday Concurrent Sessions

Block A *(choose one)*

- Social Media Applications at Airports
- Active Shooter Session

Block B *(choose one)*

- UAV Session
- Disaster Planning: Colgan Air Flight 3407

Friday

- Airport Triennial Drill: Greater Rochester International Airport

Sponsorship Opportunities

- Platinum \$7,500 Silver \$2,500
- Gold \$5,000 Bronze \$1,000

Payment Information

Full Conference Registration	\$ _____
One Day Registration	\$ _____
Dinner at Genesee Brew House	\$ _____
Golf Tournament	\$ _____
Make the Turn Charter Fishing Excursion	\$ _____
Strong Museum & George Eastman House	\$ _____
Display Table Reservation	\$ _____
Sponsorship Opportunity	\$ _____
Total Enclosed	\$ _____

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 email us at info@nyama.com. Updated information will be posted on NYAMA's website: 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 16, 2015. **ANYONE WHO DOES NOT CANCEL IN WRITING PRIOR TO THE CONFERENCE WILL BE RESPONSIBLE FOR ALL FEES ASSIGNED IN THIS INITIAL REGISTRATION FORM.**

6

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: 9/1/2015

- (a) Purpose of Request: **To authorize the Chairman of the Board to execute an updated FAA Disadvantaged Business Enterprise (DBE) Program, in a form approved by the County Attorney.**
- (b) Details: **The FAA Office of Civil Rights recently published guidance regarding DBE programs. As a result, all airports that receive Federal Funding under AIP are required to submit an updated DBE Program. C&S Companies has drafted an updated DBE program on our behalf.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

7

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Department of Public Works, Airport

SIGNED:

DATE: September 1, 2015

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.5610 210	Airport - Furniture/Furnishings	A.5610 470	Airport - Contracts	450.00
A.5610 220	Airport - Office Equipment	A.5610 470	Airport - Contract	40.03
A.5610 250	Airport - Technical Equipment	A.5610 470	Airport - Contract	253.62

Please state reason for transfers requested:

Help cover cost of Gate installation.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

8

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

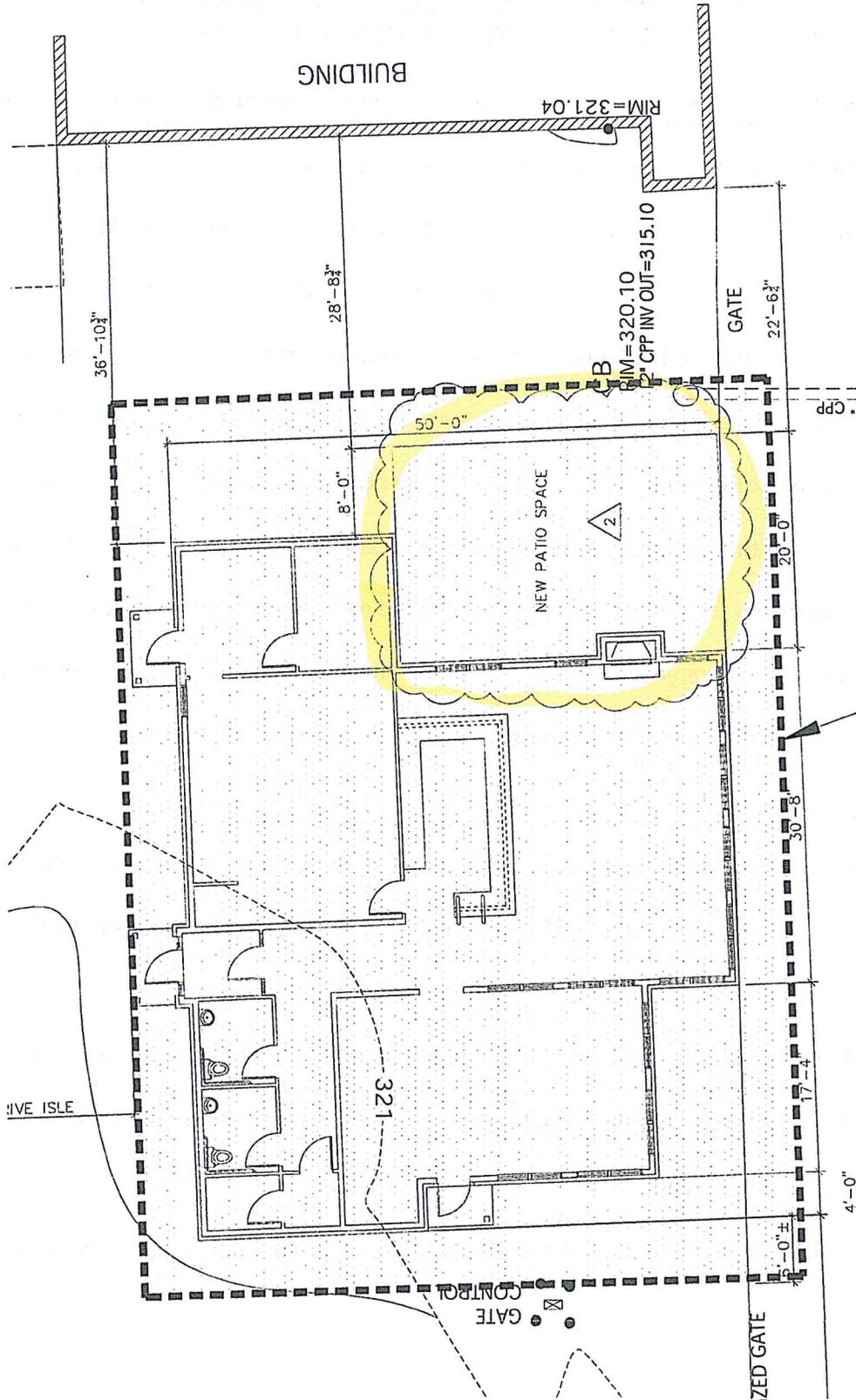
DEPARTMENT NAME: DPW - Airport

DATE: 9/1/15

- (a) Purpose of Contract Change: **To add additional area to land lease for new restaurant to accommodate an outdoor patio - new total 4,920 sq. ft..**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Resolution 412 of 2014**
- (c) Name of Contractor: **Schermerhorn Aviation. LLC**
- (d) Address of Contractor: **536 Bay Road, Suite 2, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Richard Schermerhorn**
- (f) Commencement Date of Extension: **upon execution**
- (g) Termination Date of Extension: **8/18/2054**
- (h) Payment Provisions: i) lump sum amount **\$0.30/sq. ft. (\$1,476/yr.)**
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **N/A****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS



THIS AREA REPRESENTS 4,920 SQ. FT.

10

Warren County Board of Supervisors

RESOLUTION NO. 412 OF 2014

Resolution introduced by Supervisors Girard, Wood, Westcott, Monroe and Strough

**AUTHORIZING AIRPORT REAL PROPERTY LEASE AGREEMENT
WITH SCHERMERHORN AVIATION, LLC FOR STAND ALONE
RESTAURANT AT THE FLOYD BENNETT MEMORIAL AIRPORT**

WHEREAS, a proposed ground lease agreement for a stand alone restaurant at the Floyd Bennett Memorial Airport with Schermerhorn Aviation, LLC is proposed to provide, among other things, for:

1. Gross ground lease space of 3600 square feet. The payment of annual rent at Thirty Cents (\$.30) per square foot of real property leased approximately One Thousand Eighty Dollars (\$1,080) per year with subsequent annual rental to be based on the previous year's rental as increased or decreased by the percentage change in Consumer Price Index ("C.P.I.") for the year ending June 30th of the preceding year and with the percentage of increase or decrease of such annual rent not to exceed five percent (5%) in any one (1) year and the percentage of increase or decrease not to exceed twenty-five percent (25%) in any five (5) year period together with payment of an amount equal to five percent (5%) of the annual gross revenue generated by the restaurant; and
2. the term of the lease agreement is to commence upon the execution by both parties of the lease agreement and continue for Forty (40) years pursuant to General Municipal Law §352; and
3. the County to have the first option to purchase tenant's interest in the lease agreement should the tenant desire to sell the lease interests and improvement thereon during the lease term; and
4. at the end of the lease agreement the County to have the right, at its option, to

purchase the buildings for one dollar (\$1) or have the tenant remove the same if not purchased by the County at the end of the lease term, and

WHEREAS, the proposed lease with Schermerhorn Aviation, LLC shall also contain a number of other terms and provisions, including description of lease premises, use and operation of the premises, "as is" condition of premises, taxes, utilities and other costs, tenant indemnity provisions, tenant insurance requirements, repair and maintenance of the premises, special provisions relating to new construction, damage or destruction of the premises, quiet enjoyment and reservations by the County, compliance with Airport rules, tenant's ability to use Airport facilities, suspension and abatement, surrender of possession, inspection of the lease premises by County, tenant liens and encumbrances, assignment and sublease rights, compliance with government law requirements and/or permits, special tenant termination provision, and tenant defaults, and

WHEREAS, the Board of Supervisors adopted Resolution No. 355 of 2014 on July 18, 2014, authorizing a public hearing to be held by the Board of Supervisors on the 15th day of August, 2014, at the Supervisors' Room in the Warren County Municipal Center on the matter of the proposed lease, and notice of such public hearing was duly published as required by law, and said public hearing was held on this date and all persons appearing at said public hearing desiring to be heard, having been heard, and,

WHEREAS, Part I of an Environmental Assessment Form (EAF) concerning the ground lease for the stand alone restaurant has been prepared and presented, and

WHEREAS, proposed responses to Part II of the EAF has been presented to the Board of Supervisors, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves of the proposed responses to Part II of the Environmental Assessment Form, and hereby determines that there would be no significant environmental impacts with regard to the Lease Agreement and construction of the stand alone

12
RESOLUTION NO. 412 OF 2014

PAGE 3 OF 3

restaurant, and therefore approves a negative declaration as far as environmental impacts are concerned for the stand alone restaurant, and authorizes the Chairman of the Board of Supervisors to execute the Environmental Assessment Form, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby determines that it would be appropriate to enter into an Airport Real Property Lease Agreement with Schermerhorn Aviation, LLC, and authorizes the Chairman of the Board of Supervisors to execute the lease agreement upon the terms and conditions as described in the preambles of this resolution, a copy of said lease agreement being presented at this meeting, all of which shall be in a form approved by the County Attorney, and be it further

RESOLVED, that the officers of Warren County are hereby authorized to make such minor non-substantive modifications as may be necessary to the lease agreement and are directed to execute and deliver such other documents and to take such other action that may be necessary or appropriate in order to effectuate the execution of the documents described above and consummation of the transactions described in the foregoing recitals, including, without limitation, the furnishing of such certificates, agreements and other documents that may be required by the Federal Aviation Administration.