

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MAY 1, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: GIRARD
STROUGH
SEEBER
MONTESI
BRAYMER
LEGGETT
MACDONALD
GERAGHTY
VACANT

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: BEATY
SIMPSON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF
PUBLIC WORKS
ROSS DUBARRY, AIRPORT MANAGER
FRANK MOREHOUSE, BUILDINGS & GROUNDS
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, WARREN COUNTY BUDGET OFFICER
SUPERVISORS DICKINSON
HYDE
FRASIER
MERLINO
SOKOL
MIKE SWAN, COUNTY TREASURER
JIM LIEBERUM, DISTRICT MANAGER, WARREN COUNTY SOIL & WATER
CONSERVATION DISTRICT
RICHARD SCHERMERHORN, SCHERMERHORN AVIATION, LLC
JON LAPPER, LEGAL COUNSELOR FOR SCHERMERHORN AVIATION, LLC
STEVE ABBOTT, REPRESENTING RICH AIR, LLC
RICH WATERS, REPRESENTING RICH AIR, LLC
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
MARK WESTCOTT, TOWN OF QUEENSBURY RESIDENT
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the May 1, 2017 meeting of the County Facilities Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2017/facilities/>

Mr. Girard called the meeting of the County Facilities Committee to order at 1:49 p.m.

Motion was made by Mr. Montesi, seconded by Mr. MacDonald 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 the Building & Grounds agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review, Mr. Morehouse presented a request to create and fill the new position of Cleaner #2, Grade 2, Annual Base Salary \$26,027, and to delete the position of Laborer #17 effective July 9, 2017.

Motion was made by Mr. Geraghty, seconded by Mr. MacDonald and carried unanimously to amend the Table of Organization and Salary Schedule to create and fill the new position of Cleaner #2, as well as to delete the position of Laborer #17, and refer same to Personnel & Higher Education Committee. *Copies of the resolution request form and the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Following, Mr. Morehouse introduced a request to fill the vacant position of Cleaner, Grade 2, Annual Base Salary \$26,027, due to promotion.

Motion was made by Mr. Geraghty, seconded by Mr. Montesi and carried unanimously to approve the request and refer same to the Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Next, Mr. Morehouse provided an update on the Court Expansion Project. He informed the steel was delivered this morning and the envelope would be constructed by the end of the month. He apprised the construction was ahead of schedule. Mr. Montesi notified contractors provided updates on a weekly basis. Mr. Morehouse reported there were no updates on the arraignment area, as they were waiting approval from New York State Court System.

Jeffrey Tennyson, Superintendent of the Department of Public Works (DPW), spoke regarding the MURF Building, indicating upgrades would be necessary to house the Office of Emergency Services (OES) vehicles and equipment. He stated Clark Patterson Lee provided designs that would strengthen the building at a cost of \$26,000. A brief conversation ensued, following which Mr. Montesi informed, as the chair of the Criminal Justice & Public Safety Committee, he would discuss the matter with OES staff at next month's Committee meeting. Mr. Tennyson notified the Building Code Inspector had not approved the lights, doors or indoor fence; he advised it would cost a total of \$42,000 to make improvements to the MURF Building.

Motion was made by Mr. Strough, seconded by Mr. Montesi and carried unanimously to refer the matter back to the Criminal Justice & Public Safety Committee to determine whether the OES staff were in favor of housing their vehicles and equipment in the MURF Building.

Motion was made by Mr. Strough, seconded by Mr. Montesi and carried unanimously to refer the matter to the Finance Committee to determine a source of funding for the \$42,000 in building repairs estimated. (*Note: subsequent to the meeting Mr. Tennyson provided quote documents and explained he had mistakenly provided an incorrect total for the work, the correct total being \$47,700.*)

Mr. Tennyson discussed the structure of Department of Buildings & Grounds and displayed charts showing various positions, DPW Full-Time Position Summary and Summary of Current Vacancies, which he reviewed in detail; *a copy of each is on file with the minutes.*

A brief conversation ensued regarding current and vacant positions.

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

Commencing his agenda review, Mr. Dubarry presented a request for a transfer of funds from Budget Code A.5610 110, General, Airport, Salaries-Regular, to Budget Code A5610 470, General, Airport, Contract, in the amount of \$20,000. Mr. Tennyson informed the transfer was intended to reimburse the DPW budget for services to the Airport. He noted the funds were available in the salary code due to a resignation he had opted not to fill in favor of assigning highway personnel to temporarily cover for the vacant position.

Motion was made by Mr. Montesi, seconded by Ms. Braymer and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Dubarry noted the need to address the Balloon Festival Contract for the 2017 event and he suggested they discuss the matter at next month's meeting.

Regarding the Referral/Pending Items portion of the agenda, Mr. Dubarry informed Item #1 had previously been addressed and he asked that the item be removed from the Pending Item list; however, following some discussion the Committee determined the item should remain on the list pending review of an updated reporting of revenues vs. expenditures.

Regarding Item #2, amendments to the Fixed Base Operator (FBO) contract, a lengthy discussion ensued concerning the contract requirement that the FBO offer breakfast at the Airport restaurant. A motion was subsequently made by Mr. MacDonald, seconded by Mr. Montesi and carried unanimously to amend the FBO contract to remove the breakfast responsibility for Rich Air and the necessary resolution was authorized for the May 19th Board Meeting.

Mr. Strough exited the meeting at 2:54 p.m.

Regarding Item #3, concerning the alternative Airport parking plan presented by Rich Air, the Committee decided they needed more time to review the proposal before making a decision.

Mr. Dubarry provided status update on Item #4 informing that the grant application for T-hangers 7 & 8 had been submitted.

Moving on to Item #5, Brian Reichenbach, County Attorney, provided an update pertaining to ownership of equipment from the former Airport Café. He informed Dave Routh, an employee of the previous FBO who had continued on with Rich Air, informed the previous owner of the Café had removed the original grill, which had a wooden stand, by order of the Department of Health and he believed the grill was returned to the County for use during the Balloon Festival. Regarding the ice machine, he said it was discarded when it was replaced with a new unit when the Café was in operation, and the replacement unit was subsequently donated to the Open Door Mission. He spoke regarding the range with fire suppression system, which was believed to be the original unit installed in the 1970's; he informed the fire suppression system was partially rebuilt years ago and was eventually discarded when it was determined dysfunctional. He informed there were two fire extinguishers, one dry chemical and one wet sprayer - he said the wet spray unit was in County storage and the dry chemical unit was owned by the FBO. Mr. Dubarry notified the update was necessary to remove items from the Airport's County inventory list; he added that based on the information provided by Mr. Reichenbach he would update the inventory list to remove these items.

Mr. Dubarry provided an update on Item #6, concerning the questions posed at the April 5th Public Hearing for the Runway 1-19 Extension Project, informing C & S Engineers Inc. required two weeks to review and answer the questions in writing for submission to the Federal Aviation Administration (FAA) for approval. Ms. Braymer inquired if the questions and answers could be viewed at the same time as the FAA and Mr. Dubarry informed he would check into the possibility.

A discussion ensued relative to Referral/Pending Item #4, concerning the proposal from Rich Air for construction of additional t-hangers, following which a motion was made by Ms. Braymer, seconded by Mr. Montesi and carried unanimously to authorize Mr. Reichenbach to begin negotiations with Rich Air relative to the ground lease rate and terms for the t-hangar construction proposed.

Next, Mr. Dubarry discussed the proposal of a temporary fuel station during construction of the fuel farm. He notified the estimated cost would be \$3,000 and he informed he was waiting for an answer from NYSDOT (New York State Department of Transportation) as to whether the cost of the temporary fuel station was reimbursable through the grant. He added the construction would be completed in two to three weeks. Jon Lapper, Legal Counsel for Rich Air, interjected he had forwarded information to the County confirming it would be the County's responsibility to provide for temporary access to fuel during the fuel farm construction.

Mark Westcott, Town of Queensbury resident, addressed the Committee, indicating he would like to see the questions submitted at the April 5th Public Hearing for Runway 1-19 Extension Project and he hoped they would be released to the public at the same time they were submitted to the FAA. Mr. Reichenbach explained the FAA review process and informed the findings would be made public. Mr. Westcott complimented the Board of Supervisors for holding a night Board Meeting and he briefly spoke of the Airport being operated by the County or an FBO.

Ms. Seeber apprised of information she had received from various parties relative to there having been a limousine on the runway recently and she questioned whether this was accurate. Mr. Dubarry clarified this was actually a small bus transporting a group of volunteer firefighters who he had provided a tour to as part of a training exercise.

Ms. Seeber then noted she had received an inquiry questioning if the Airport Advisory Group should be discussing the Runway 1-19 Extension Project and she requested clarification as to whether her understanding that the Group was not charged with considering matters that the Board had already voted on was correct. Mr. Reichenbach indicated to Ms. Seeber that her understanding was correct and that because the Board had already voted in favor of continuing with the runway extension review of the matter by the Airport Advisory Group was not requested. Ms. Seeber mentioned the draft

Request for Proposal (FRP) for the next FBO contract and she asked if the draft agreement would be reviewed by the Airport Advisory Group in advance of its approval. Mr. Reichenbach indicated discussion would have to be held regarding how much of the RFP would become public due to the fact that ultimately a deal would come from the process, but noted that the Airport Advisory Group would be involved. Ms. Seeber then spoke briefly about the success of the Airport Advisory Group.

There being no further business to come before the County Facilities Committee, on motion made by Mr. MacDonald and seconded by Mr. Montesi, Mr. Girard adjourned the meeting at 3:59 p.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist