

County Facilities Committee - Airport
Department of Public Works
AGENDA
September 20, 2017 – 9:00am

Committee Members: *GIRARD, Strough, Seeber, Beaty, Montesi, Braymer, Simpson, Leggett, MacDonald, Geraghty, Vacant*

I. Committee Meeting Call To Order..... Chairman Girard

II. Motion to Approve Minutes of Prior Committee Meeting..... Chairman Girard

III. Action Agenda/New Business

None

IV. Referral/Pending Items

1) Mr. Dubarry to develop spreadsheet of Airport revenues vs. expenditures and provide suggestions for how revenues could be increased and expenditures decreased. (10.27.15) Update: Item to remain a referral pending review of an updated review of revenues and expenditures. (05.01.17) Update: Mr. Dubarry will distribute an updates listing of Airport revenues versus expenditures prior to the next Committee meeting for review. (05.23.17) Update: Mr. Dubarry to review the updated listing at the next Committee meeting. (06.19.17) Update: Upon the request of Ms. Seeber, Mr. Dubarry to provide a spreadsheet of County-based Airport revenue and expenses at the next Committee meeting. (07.25.17)

2) Committee to revisit Proposal from Rich Air for construction of additional T-hangars. (02.28.17) Update: The Committee authorized the County Attorney to commence negotiations with Rich Air relative to the ground lease rate and terms for the T-Hangars proposed. (05.01.17) Update: Discussions between the County Attorney and Rich Air are on-going regarding ground lease rate for additional t-hangar construction. (05.23.17) Mr. Dubarry informed he was waiting to hear from the State regarding the grant for the T-hangers, as the grant application had been sent to the Aviation Bureau following which it would be sent to the Governor for awardment but he was unsure of when an answer would be given. (06.19.17)

3) Airfield Guidance Sign/Pavement Repairs/Markings project - pending FAA grant offer.

V. Information for Discussion/Review

2018 Draft Airport Budget Review

Balloon Festival Summary

RWY 1-19 Ext. Update

Airport Advisory Group – Report and Referrals

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VII. Motion to Adjourn

Attachments

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2018 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Airport (D.P.W.)
 BUDGET ACCOUNT CODE: A.5610

OBJECT CODES	2016 EXPENDITURES	2017 ADOPTED	2017 AMENDED	2018 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$224,134.80	\$248,970.00	\$231,625.00	\$250,519.00
200's EQUIPMENT	\$919.98	\$1,050.00	\$1,050.00	\$0.00
400's CONTRACTUAL	\$312,286.50	\$317,713.00	\$380,437.00	\$354,488.00
800's EMPLOYEE BENEFITS	\$167,263.95	\$180,405.00	\$181,022.00	\$171,391.00
TOTALS	\$704,605.23	\$748,138.00	\$794,134.00	\$776,398.00

2016 REVENUES	2017 ADOPTED REVENUES	2017 ESTIMATED REVENUES	2018 DEPARTMENT REQUESTS
\$161,099.27	\$162,908.00	\$162,908.00	\$178,203.00

SIGNED: _____
 DEPARTMENT HEAD

TITLE: _____

DATE: _____

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Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 5610 - Airport (D.P.W.)						
<i>Personal Services</i>						
110	Salaries - Regular	204,275.21	210,970.00	193,625.00	122,187.41	212,519.00
120	Salaries - Overtime	19,859.59	38,000.00	38,000.00	7,875.31	38,000.00
<i>Personal Services Totals</i>		\$224,134.80	\$248,970.00	\$231,625.00	\$130,062.72	\$250,519.00
<i>Equipment</i>						
220	Office Equipment	47.59	.00	.00	.00	.00
250	Technical Equipment	.00	.00	63.00	62.53	.00
260	Other Equipment	796.42	1,050.00	987.00	.00	.00
270	Lawn & Landscaping	75.97	.00	.00	.00	.00
<i>Equipment Totals</i>		\$919.98	\$1,050.00	\$1,050.00	\$62.53	\$0.00

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Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	EXPENSE					
	Department 5610 - Airport (D.P.W.)					
	Contractual Expense					
410	Supplies	18,319.30	20,000.00	26,624.00	14,173.13	20,000.00
413	Repair & Maint.-Bldg/Property	19,675.75	29,000.00	29,000.00	17,216.69	19,000.00
414	Gas-Natural	.00	18,000.00	18,000.00	145.62	18,000.00
415	Electricity	33,811.34	38,000.00	35,200.00	20,990.98	35,000.00
416	Oil & Gas-Heating	12,684.10	8,000.00	9,800.00	8,398.09	1,200.00
417	Water/Sewer/Taxes	24,808.48	24,000.00	24,000.00	20,965.55	24,000.00
418	Ins-General Liability	29,647.68	29,987.00	29,987.00	28,079.39	29,934.00

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Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
	EXPENSE					
	Department 5610 - Airport (D.P.W.)					
	Contractual Expense					
421	Equipment Rental	101,451.40	81,296.00	81,296.00	77,649.88	66,596.00
422	Repair/Maint-Equipment	9,019.35	6,000.00	5,915.00	3,023.07	8,000.00
423	Telephone	4,099.12	4,000.00	4,000.00	2,431.83	4,000.00
424	Postage	93.65	50.00	162.00	161.66	250.00
427	Memberships & Dues	574.00	250.00	250.00	250.00	574.00
428	Data Processing & Internet Fees	1,741.87	1,700.00	1,700.00	995.86	1,700.00
435	Medical Fees	.00	300.00	273.00	.00	300.00

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Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
Department 5610 - Airport (D.P.W.)						
<i>Contractual Expense</i>						
439	Misc Fees & Expenses	961.83	1,200.00	1,200.00	.00	1,000.00
441	Auto-Supplies & Repair	.00	.00	1,129.00	.00	.00
444	Travel/Education/Conference	3,629.24	8,600.00	10,394.00	8,022.32	3,600.00
445	Foods	3,025.52	3,500.00	3,500.00	1,260.83	3,500.00
453	Uniforms & Clothing	850.00	330.00	330.00	.00	450.00
455	Safety Equipment	5,638.42	500.00	577.00	576.31	500.00
465	Road/Bridge Materials	5,795.95	8,000.00	38,000.00	36,194.70	8,000.00

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Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
EXPENSE						
	Department 5610 - Airport (D.P.W.)					
	Contractual Expense					
470	Contract	36,459.50	35,000.00	59,100.00	42,594.47	108,884.00
	<i>Contractual Expense Totals</i>	<u>\$312,286.50</u>	<u>\$317,713.00</u>	<u>\$380,437.00</u>	<u>\$283,130.38</u>	<u>\$354,488.00</u>
	Comments					
	<i>Account</i>	<i>Level</i>	<i>Comment</i>			
	410	Departmental Request	Runway Sand, Paint, Storage Boxes, Hoses, Bulbs, Paper products, Top Soil, Ballast Electrical, Plumbing, Building and Office Supplies,			
	413	Departmental Request	Fire Inspections, Building Repairs, Fencing & Gate Repairs.			
	414	Departmental Request	Conversion to Natural Gas			
	416	Departmental Request	Assuming Transition to Natural Gas.			
	418	Departmental Request	Gas for Backup Generator			
	421	Departmental Request	Liability Insurance - includes Fuel Farm			
	422	Departmental Request	DPW Equipment Rental \$61,996 based on no salt 1/2 year use of equipment.			
	424	Departmental Request	Man Lift - \$1,600			
	427	Departmental Request	Cylinder & Water Cooler - \$3,000			
	435	Departmental Request	Airport Lighting, Filters and Pumps, Gate Repairs			
	439	Departmental Request	Balloon Fest - Parking Passes 400			
	444	Departmental Request	AOPA, NYAM, AAAE			
	445	Departmental Request	Random Drug Tests			
	453	Departmental Request	Ebay Fees - 1.50 for each \$15.00 permit sold for Balloon Fest			
	455	Departmental Request	Pay Pal Fee's - .74 for each \$15.00 permit sold for BF			
	465	Departmental Request	Permit Fee's.			
	470	Departmental Request	Airport Conference - Hershey Pa includes Lodging PA State			
			NYAMA Adv day - Albany			
			NYAMA Fall Conference - Rochester			
			ARFF Training - NE Fire Training - Rochester Monroe CC			
			Snow Symposium - Buffalo NE Chapter AAAE			
			Firearms Safety Training - Loomacres			
			FBMA - Airfield Electrical Maint/Safety - \$4,800			
			Snow & Ice			
			Balloon Festival			
			T-Shirts			
			Safety Boots			
			Respirator Masks, Safety Glasses			
			Patch Work, Glass Beads for Runway, Stone for Drainage			
			Includes AIP Grant IFE's, Linstar, H&H Taxi Lane for Airfield Electrical Repairs, DPW Maintenance reimbursement. Includes 80% of unfunded Grade 8 position plus 80% of benefits associated with.(\$43,884)			
Employee Benefits						
810	Retirement	28,295.59	39,337.00	39,751.00	19,428.08	39,581.00
830	Social Security	13,085.55	15,435.00	15,600.00	7,620.84	15,532.00
831	Medicare Contribution	3,060.36	3,611.00	3,649.00	1,782.31	3,633.00
860	Hospitalization	75,561.48	74,318.00	74,318.00	43,450.19	64,276.00
865	Dental Insurance	1,216.05	1,152.00	1,152.00	696.00	1,152.00

Budget Worksheet Report

Budget Year 2018

	<i>Employee Benefits Totals</i>	\$121,219.03	\$133,853.00	\$134,470.00	\$72,977.42	\$124,174.00
<i>Other Benefits</i>						
840	Workmen's Compensation	2,311.33	1,898.00	1,898.00	1,897.69	1,591.00
861	Retirees Hospitalization	43,733.59	44,654.00	44,654.00	30,282.11	45,626.00
	<i>Other Benefits Totals</i>	\$46,044.92	\$46,552.00	\$46,552.00	\$32,179.80	\$47,217.00
Department	5610 - Airport (D.P.W.) Totals	\$704,605.23	\$748,138.00	\$794,134.00	\$518,412.85	\$776,398.00

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request
Fund A - General						
REVENUE						
Department 5610 - Airport (D.P.W.)						
<i>Departmental Income</i>						
1289	Other General Governmental Income	4,048.98	.00	.00	.00	.00
1710	Public Works Charges	11,077.65	15,000.00	15,000.00	.00	12,000.00
1770	Airport Rentals	107,475.18	119,908.00	119,908.00	83,432.98	128,203.00
1774	Airport Restaurant Concessions	20,659.07	15,000.00	15,000.00	.00	25,000.00
<i>Departmental Income Totals</i>		\$143,260.88	\$149,908.00	\$149,908.00	\$83,432.98	\$165,203.00
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
1710	Departmental Request	Balloon Fest Donations				
1770	Departmental Request	Land Leases - 49,647.93 FBO - 75,000 FAA - 3,555				
<i>Use of Money & Property</i>						
2411	Rental of Real Property	7,400.00	.00	.00	.00	.00
<i>Use of Money & Property Totals</i>		\$7,400.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Miscellaneous & Local Source</i>						
2701	Refund of Prior Year Expense	8.39	.00	.00	74.00	.00
2770	Other Unclassified Revenue	.00	.00	.00	2,256.00	.00
<i>Miscellaneous & Local Source Totals</i>		\$8.39	\$0.00	\$0.00	\$2,330.00	\$0.00

Budget Worksheet Report

Budget Year 2018

Account	Account Description	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2017 Actual Amount	2018 Departmental Request						
Fund A - General												
REVENUE												
Department 5610 - Airport (D.P.W.)												
Licenses & Permits												
2566	Parking Fees	10,430.00	13,000.00	13,000.00	595.00	13,000.00						
<i>Licenses & Permits Totals</i>		\$10,430.00	\$13,000.00	\$13,000.00	\$595.00	\$13,000.00						
<table border="1"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>2566</td> <td>Departmental Request</td> <td>Ebay Pay Pal for Balloon Fest Premium Parking \$8,000 RV Parking - \$1,000 New Lot Across Qby Ave - \$4,000</td> </tr> </tbody> </table>							Account	Level	Comment	2566	Departmental Request	Ebay Pay Pal for Balloon Fest Premium Parking \$8,000 RV Parking - \$1,000 New Lot Across Qby Ave - \$4,000
Account	Level	Comment										
2566	Departmental Request	Ebay Pay Pal for Balloon Fest Premium Parking \$8,000 RV Parking - \$1,000 New Lot Across Qby Ave - \$4,000										
<i>Sale of Property And Compensation for Loss</i>												
2650	Sale Scrap & Excess Material	.00	.00	.00	406.56	.00						
2655	Minor Sales, Other	.00	.00	.00	33.75	.00						
<i>Sale of Property And Compensation for Loss Totals</i>		\$0.00	\$0.00	\$0.00	\$440.31	\$0.00						
Department 5610 - Airport (D.P.W.) Totals		\$161,099.27	\$162,908.00	\$162,908.00	\$86,798.29	\$178,203.00						