

County Facilities Committee - Airport
Department of Public Works
AGENDA
September 29, 2017 – 10:00am

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) 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)

V. Information for Discussion/Review

Special Meeting: to discuss Fixed Based Operator Request for Proposals

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

VII. Motion to Adjourn

Attachments

WC XX-17

WARREN COUNTY, NEW YORK

DEPARTMENT OF PUBLIC WORKS

Floyd Bennett Memorial Airport

REQUEST FOR QUALIFICATIONS/

REQUEST FOR PROPOSALS

FULL & LIMITED SERVICE FIXED BASE OPERATORS

(“FBO”)

PROPOSAL DUE DATE: XXXXXX

Warren County, New York
Department of Public Works – Floyd Bennett Memorial Airport
Request for Proposals (WCXX-17) Full & Limited Service Fixed Base Operators

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Warren County, New York
Department of Public Works – Floyd Bennett Memorial Airport
Request for Proposals (WC 68-08) Full Service Fixed Base Operator

EXHIBITS

Exhibit A	Aviation Fuel Farm
Exhibit B	Terminal Layout (1 st & 2 nd Floors)
Exhibit C	Main Ramp
Exhibit D	Line Services
Exhibit E	Existing Airport Layout Plan
Exhibit F	Hangar Development Sites (final FAA approval required)
Exhibit G	Minimum Standards for Commercial Aeronautical Activities
Exhibit H	Draft Lease Agreement
Exhibit I	Five Year FBO Gross Earnings Chart – note disclaimer
Exhibit J	Five Year Fuel Flow Summary Chart – note disclaimer
Exhibit K	Proposal Certification
Exhibit L	Insurance Requirements
Exhibit M	Equipment Schedule
Exhibit N	General Airport Maintenance Guidelines

OPR	Issue to be addressed
Airport Staff	1. Physical limits of the area(s)/premises to be leased -Describe land vs. buildings vs. other airside areas to be leased (e.g. -fuel facilities) -Maybe define as "Exclusive Use Areas" vs. "Non-Exclusive Use Areas"
GIS Staff	2. Create new and improved map of lease area(s)
County Attorney	3. Investigate Warren County's format of "Tenant's Rights & Responsibilities" vs: "Landlord's Rights & Responsibilities" -Well written and clear delineation of "whose responsible for what" in terms of the airport's operations, maintenance, etc.
County Attorney	4. Current Insurance requirements, clauses, types, and amounts for Airport FBO's/Tenants
Airport Staff	5. Facility maintenance responsibilities -describe and define all types (buildings, grounds, nav aids, seasonal, etc.) that tenant and landlord will solely do, plus any that may be shared
Facilities Comm	6. Future improvements by both tenant and landlord - How do we handle as far as planning, procedures, necessary approvals, possible future ownership by Co. if tenant improvement, residual value, compliance w/ airport master plan, etc.
Facilities Comm	7. Tenant Fees/Rentals/Charges -Land rental, Building rentals, fuel flowage fees, tiedown fees, etc. -Any other possible sources of revenues: % of flight instruction, aircraft rentals, gross receipts, landing fees, etc. - Negotiate all
Treasurer	8. Improved reporting/accounting of tenant fees/charges/rentals -submit monthly reports to Co. Treasurer and Airport Manager -anyone else? Agree on a report format
Facilities Comm./County Attorney	9. Lease term/length - Initial and any renewal term(s) -reserve right to "re-negotiate any/all renewal lease terms"
Airport Staff	10. Fuel Storage & Dispensing Facilities -detailed descriptions of ownership, responsibilities, NYSDEC reporting & compliance, etc.
County Attorney	11. Possibly institute quarterly, semi-annual, or some type of regularly scheduled tenant/landlord meeting to review performances, discuss ongoing issues, capital projects, etc. -Negotiate to allow for Co. to use designated conference or meeting room(s) at airport for official Co. business?
Airport Staff	12. Existing and future T-hangar buildings - describe ownership, management, responsibilities, etc.
Airport Staff	13. "New" Aircraft Maintenance Hangar -describe ownership, management, maintenance, other responsibilities, etc.

Facilities Comm	14. Types of services allowed/required to be provided by FBO tenant, personnel and operational requirements, hours of operation, etc. -tailor to what current FBO does at this facility -anything new that we need to add?
Airport Staff	15. Utilities -water supply, sewage disposal, electrical service, phone/data supply, etc. -who provides what, who is responsible for provision of, maintenance of, and to what extent, etc.
Airport Staff	16. General lease area housekeeping rules, desires, expectations -no accumulations of trash, rubbish, barrels, miscellaneous materials, boxes, etc. -Who is responsible for trash removals?
County Attorney	17. Tenant compliance with all rules, regulations, laws, best practices, etc. - e.g. FAA, NYSDOT, SWPPP, Co., Town, OSHA, etc.
County Attorney	18. Subleases -establish necessary rules, approvals by Co., fees, insurances, need to be written and filed with Co., etc. and incorporate into new lease
County Attorney	19. Co. rights to enter leased areas for inspections, repairs, maintenance, and for any other necessary purpose
County Attorney	20. Describe legal authority for Co. to enter into lease -General Municipal Law section(s)- Is a public hearing on this lease required? All others we've seen have had one!
Airport Staff	21. Minimum lease provisions as suggested by FAA -Prohibition against granting of Exclusive Rights; County's Contractual Obligations/Grant assurances with Federal Govt.; Nondiscrimination, etc.
Airport Staff	22. Lease review by FAA - likely required if airfield maintenance included for basic compliance.
County Attorney	23. Damages to leased buildings, facilities, etc. - how handled?
Airport Staff	24. Airport Security -what is tenant's role and/or responsibilities, if any?
Airport Staff	25. Possible Appendices -Map of leased premises; Minimum Standards (update?); FAA Grant Assurances; NYSDOT Grant Assurances; Insurance requirement; anything else?

OPR	Exhibits
Airport Staff	Exhibit A Aviation Fuel Farm
Airport Staff	Exhibit B - Terminal Layout (1 st and 2 nd Floors)
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Airport Staff	Exhibit M - Equipment Schedule
Airport Staff	Exhibit N - General Airport Maintenance Guidelines



What is Part 139?

Part 139 Airport Certification

- [Main](#)
 - **What is Part 139?**
 - [Air Carriers using Part 139 Airports](#)
 - [Helicopter Operations at Part 139 Airports](#)
 - [Airports Affected](#)
 - [Certification Process](#)
 - [Classes of Airports](#)
 - [Definitions](#)
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-

14 CFR Part 139 requires FAA to issue airport operating certificates to airports that---

- Serve scheduled and unscheduled air carrier aircraft with more than 30 seats;
- Serve scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats; and
- The FAA Administrator requires to have a certificate.

This Part does not apply to airports at which air carrier passenger operations are conducted only because the airport has been designated as an alternate airport.

Airport Operating Certificates serve to ensure safety in air transportation. To obtain a certificate, an airport must agree to certain operational and safety standards and provide for such things as firefighting and rescue equipment. These requirements vary depending on the size of the airport and the type of flights available. The regulation, however, does allow FAA to issue certain exemptions to airports that serve few passengers yearly and for which some requirements might create a financial hardship.

Basic Phases of a Part 139 Inspection

To ensure that airports with Airport Operating Certificates are meeting the requirements of Part 139, nearly 35 FAA Airport Certification Safety Inspectors conduct certification inspections. These inspections typically occur yearly, but FAA can also make unannounced inspections. Certification inspections include the following steps:

- **Pre-inspection review** of office airport files and airport certification manual.
- **In-briefing with airport management.** Organize inspection time schedule, meet with different airport personnel.
- **Administrative inspection of airport files, paperwork, etc.** Also includes updating the Airport Master Record (FAA Form 5010) and review of the Airport Certification Manual/Specifications (ACM/ACS), Notices to Airmen (NOTAM), airfield self-inspection forms, etc.
- **Movement area inspection.** Check the approach slopes of each runway end; inspect movement areas to find out condition of pavement, markings, lighting, signs, abutting shoulders, and safety areas; watch ground vehicle operations; ensure the public is protected against inadvertent entry and jet or propeller blast; check for the presence of any wildlife; check the traffic and wind direction indicators.
- **Aircraft rescue and fire fighting inspection.** Conduct a timed-response drill; review aircraft rescue and firefighting personnel training records, including annual live-fire drill and documentation of basic emergency medical care training; check equipment and protective clothing for operation, condition, and availability.
- **Fueling facilities inspection.** Inspection of fuel farm and mobile fuelers; check airport files for documentation of their quarterly inspections of the fueling facility; review certification from each tenant fueling agent about completion of fire safety training.
- **Night inspection.** Evaluate runway/taxiway and apron lighting and signage, pavement marking, airport beacon, wind cone, lighting, and obstruction lighting for compliance with Part 139 and the ACM/ACS. A night inspection is conducted if air carrier operations are conducted or expected to be conducted at an airport at night or the airport has an instrument approach.
- **Post inspection briefing with airport management.** Discuss findings; issue Letter of Correction noting violations and/or discrepancies if any are found; agree on a reasonable date for correcting any violations, and give safety recommendations.

Compliance with Part 139

If FAA finds that an airport is not meeting its obligations, it often imposes an administrative action. It can also impose a financial penalty for each day the airport continues to violate a Part 139 requirement. In extreme cases, FAA might revoke the airport's certificate or limit the areas of an airport where air carriers can land or takeoff. See [Airport Compliance \(www.faa.gov/airports/airport_compliance/\)](http://www.faa.gov/airports/airport_compliance/).

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This page was originally published at: https://www.faa.gov/airports/airport_safety/part139_cert/what-is-part-139/

FBO Service	Description	Rich Air	Current Contract	New Full-Service	New Limited-Service
Fuel Sales/Service 24 hrs	Into-plane Jet A and Avgas Sales. Requires aircraft refueling truck (own or lease). Credit Card processing equipment and agreements. Filter changes in truck and farm. Staffing for normal business hours 7-days per week.	X	R	R	N/A
Hangar – yr. lease	For County owned hangars only – not including County Aircraft MX hangar. Electricity costs (unheated). Minor maintenance (change lightbulbs). Remove snow 5' around hangar.	X	R	O	O
Pull-Out/Put-Away	Aircraft tug, tow bars and tow heads for putting aircraft into hangars. Required for large jets – not really applicable to County hangars.	X	O	O	O
Hangar Transient	N/A – All transients put in Schermerhorn Real Estate Holdings hangar – not part of FBO agreement or services. Aircraft tug, tow bars, tow heads.	X	O	O	O
Tiedown – yr. lease	Self-parking – provide ropes and wheel chocks.	X	R	O	O
Tiedown Transient	Self-parking – provide ropes and wheel chocks	X	R	R	O
Ramp/Jet Parking	Parking assistance – aircraft marshaling – luggage – plane side ground transportation assistance – wheel chocks – red carpet.	X	O	R	N/A
Lav Service	Empty and fill aircraft lavatory. Lav cart purchase and chemical water treatment (blue sanitary tabs).	X	O	O	O
Aircraft Maintenance Twin-Engine	Aircraft maintenance up to medium size twin-engine aircraft with one FT A&P mechanic.	X	R	O	O
GPU	Auxiliary ground power for turbine aircraft.	X	O	O	O
Plug-In	Plug in for block heater in piston powered aircraft. County electricity used. Lead cords provided by FBO.	X	O	O	O
Piston Pre-Heat	Piston engine pre-heat with propane power heater.	X	O	O	O
Deicing	Type I – aircraft deicing – truck provided – cart minimum needed. Deicing fluid, staff training, truck maintenance and fuel.	X	O	O	O
Oxygen	Pressurized oxygen for high altitude turbine powered aircraft. Specialized compressor for breathing oxygen.	X	O	O	O
Wash area	FBO provides garden hose – County provides water.	X	R	R	N/A
Call-in/out	Staff available outside normal business hours: 8am – 6pm 7-days/wk.	X	R	R	O

Misc	Pilot supplies – catering – commissions-conf. room	X	O	O	O
2 SEL Aircraft for Rental and Charter	Own or lease 2 single-engine aircraft available for instruction and charter, or contract for service.	/	R	O	O
Pilot Training Program	Operate a pilot training program with at least one FT rated instructor.	X	R	O	O
Aircraft Dealership	Make good faith effort to secure dealership.	/	R	O	O
Airport Café	Terminal café operation	/	R	O	O
Disabled Aircraft Removal	Provide tow bars and dollies to assist County with removing disabled aircraft from runways & taxiways.	X	R	R	O
Promotion	Prepare and execute comprehensive plan for promotion of services provided.	X	R	O	O
UNICOM	Provide airport advisory via two-way radio	X	R	R	N/A
Weekend Safety Inspections	Inspect runways and taxiways on weekends for lights and safety hazards.	X	R	R	N/A
FAA Part 139	Fuel handling fire safety annual training required.	X	R	R	N/A
Jet Maintenance	Provide regular jet maintenance service throughout the year.		R	O	O
Self-Service Fueling	24-hour self-service fueling facility.	X	R	R	N/A
Spare Parts Inventory	If dealership then required – otherwise as feasible.	X	R	O	R
Flying Clubs & CAP	Available facilities and encourage.	X	R	R	R
Rates & Charges	Provide and post conspicuously.	/	R	R	R
Comfort & Convenience	Do everything possible for comfort and convenience of pilots, passengers and the public.	X	R		

R – REQUIRED

O – OPTIONAL

/ - PARTIAL

N/A – NOT APPLICABLE

FBO Service	Description	County Percentage	FBO Revenue	County Revenue
*Fuel Sales	Into-plane Jet A and Avgas Sales. Requires aircraft refueling truck (own or lease). Credit Card processing equipment and agreements. Filter changes in truck and farm. Staffing for normal business hours 7-days per week.	7.5 cents/gallon	\$926,666	\$16,480
*Hangar – yr. lease	For County owned hangars only – not including County Aircraft MX hangar. Electricity costs (unheated). Minor maintenance (change lightbulbs). Remove snow 5' around hangar.	3% Old T's (12 Units) 50% 2003 T's (6 Units)	\$72,743	\$13,180
Hangar Transient	N/A – All transients put in Schermerhorn Real Estate Holdings hangar – not part of FBO agreement or services. Aircraft tug, tow bars, tow heads.	0% Ground Lease Only	\$25,607	\$0
*Tiedown – yr. lease	Self-parking – provide ropes and wheel chocks.	3% Should be 10%	\$7,010	\$210
*Tiedown Transient	Self-parking – provide ropes and wheel chocks	3% Should be 10%		
Ramp/Jet Parking	Parking assistance – aircraft marshaling – luggage – plane side ground transportation assistance – wheel chocks – red carpet.	10%	\$90,385	\$9,039
Lav Service	Empty and fill aircraft lavatory. Lav cart purchase and chemical water treatment (blue sanitary tabs).	10% Should be 3%	\$650	\$65
*Aircraft Maintenance	Scheduled and emergency aircraft maintenance for piston and minor turbo-prop and jet repairs. One FT A/C mechanic. Minor building maintenance (change lightbulbs, janitorial). Trash removal-A/C parts disposal – waste oil –all utilities.	0%	\$137,637	\$0
GPU	Auxiliary ground power for turbine aircraft – GPU cart purchase and fuel.	10% Should be 3%	\$2,350	\$235
Plug-In	Plug in for block heater in piston powered aircraft. County electricity used. Lead cords provided by FBO.	3% - no reported income	\$0	\$0
Piston Pre-Heat	Piston engine pre-heat with propane power heater.	10%	\$0	\$0
Deicing	Type I – aircraft deicing – truck provided – cart minimum needed. Deicing fluid, staff training, truck maintenance and fuel.	10%	\$1,966	\$197
Oxygen	Pressurized oxygen for high altitude turbine powered aircraft. Specialized compressor for breathing oxygen.	10%	\$0	\$0
Pull-Out/Put-Away	Aircraft tug, tow bars and tow heads for putting aircraft into hangars. Required for large jets – not really applicable to County hangars.	10%	\$450	\$45
Wash area	FBO provides garden hose – County provides water.	No reported income	\$0	\$0
Call-in/out	Charged for any FBO staff required outside normal business hours: 8am – 6pm 7-days/wk. \$100 - \$150 per hour with 3 hour minimum or continuous shift.	10%	\$33,900	\$3,390
Misc	Pilot supplies – catering – commissions-conf. room	3%	\$9,469	\$239
Non-revenue maintenance	Mow and landscape terminal areas – janitorial in terminal (supplies provided by County)	N/A	N/A	N/A
FBO Monthly Lease	Flat monthly FBO lease rate of \$2,500 per month	100%	N/A	\$30,000
Totals			\$1,308,833	\$73,080

*Required services. Other services are not technically required per FBO agreement. See attached map for leased premises and maintenance responsibilities. Minimum Annual Guarantee = \$70,000. Based on 2016 data: except Fuel Sales and Schermerhorn Hangar rental sales, and Misc Sales are from 2015 data.