

County Facilities - Airport
Department of Public Works
AGENDA
May 21, 2018 – 9:30 am

Committee Members: *DIAMOND, Beaty, Leggett, Loeb, Geraghty, Strough, Simpson, Frasier, Wild, McDevitt, Sokol*

- I. **Committee Meeting Call To Order**..... Chairman Diamond
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Diamond
- III. **Action Agenda/New Business**
Page
 - 2 Est Cap Project-H381- Marketing of Airport (\$40k).....Kevin Hajos
Rationale – Establish a new project for Promotion and Marketing of Airport
 - 5 Amend Resolution 671 of 2015
Rationale – Amend resolution with Daniel G. Vincelette Esq. for .. Kevin Hajos
services associated with the EDPL and Forest Enterprises.
- IV. **Referral/Pending Items - None**
- V. **Information for Discussion/Review**
Discussion of Airport Manager Hire
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: County Facilities - Airport

DATE: 5/21/18

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H 381.9550 280 Airport Marketing and Promotion of Floyd Bennett Memorial Airport
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project?
- (d) Amount of Project: \$40,000
- (e) Source of Funding (including name & title of codes, etc.): 100% NYSDOT Funding
- (f) Purpose of Establishment: NYSOAR's grant program to conduct promotional activities and Marketing of the Floyd Bennett Memorial Airport

SCHEDULE A - Description of Project & its Funding (for Legislative Initiative "Member Item")

Construction Non-Construction (Check one)

OSC Contract Agreement #: T037281

Project Begin Date: 10/23/2017

Project Completion Date: 10/23/2020

Purpose: MAIN (Original) Agreement SUPPLEMENTAL Schedule No. ____ Administrative Correction

Project Identification # (PIN): 1903.95

Budget Appropriation: Year: 2000-2001 / Chapter 55/1/2000; 55/1/01

Grantee/Local Sponsor Name	Address	County
COUNTY OF WARREN Vendor ID # 1000002438	1340 State Route 9 Lake George, NY 13662	Warren County

Complete all sections below if "Construction" Agreement; Complete A & B Only for "Non-Construction":

A. Project Description: Airport Marketing and Promotion of Floyd Bennett Memorial Airport

B. Describe Work Type or Services to be performed: Increase awareness of business opportunities at Floyd Bennett Memorial Airport, with a focus on development of available land. This is proposed to be achieved thru a market analysis to create a profile of the airport's existing market for development, creation of a conceptual development plan graphic & promotional brochure and use of social media as well as print media, promotional video and advertising.

C. Work Phase(s) included: P.E./Design ROW Incidentals ROW Acquisition Construction, C/I, & C/S

D. Work Location:

E. Route # &/or BIN #:

Route &/or Bridge Name:

County:

F. Termini From:

To:

SUMMARY OF ELIGIBLE COSTS COVERED UNDER THIS CONTRACT

List Eligible PIN Fiscal Share(s) (e.g., 9-digit PINs)	TOTAL PARTICIPATING COSTS	FEDERAL PARTICIPATING AID @ ____ %	STATE * AID & SOURCE NAME	LOCAL MATCHING SHARE
1903.95.001	\$40,000	N/A	\$40,000 NY SOAR's	
TOTAL ELIGIBLE COSTS:	\$40,000	N/A	\$40,000	

* Multiple work phase amounts listed as State Aid & Source Name are subject to interchange within Column total

TOTAL PROJECT COSTS (Include costs NOT under this contract, if any, with applicable Fund Source Name listed in "Footnote" section below for Information Purposes Only.)

TOTAL FEDERAL AID	TOTAL STATE AID	TOTAL LOCAL AID	TOTAL OTHER AID	TOTAL FUNDING (All Sources)
N/A	\$40,000	N/A	N/A	\$40,000

Warren County Board of Supervisors

RESOLUTION NO. 469 OF 2016

Resolution introduced by Supervisors Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer, Simpson, Leggett and MacDonald

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION - AVIATION BUREAU TO REQUEST SUPPORT FOR AIRPORT DEVELOPMENT MARKETING CONSULTANT SERVICES GRANT OPPORTUNITY UNDER THE STATEWIDE OPPORTUNITIES AIRPORT REVITALIZATION PROGRAM AT THE FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NEW YORK

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant application(s) to the New York State Department of Transportation - Aviation Bureau to request support for airport development marketing consultant services grant opportunity under the Statewide Opportunities Airport Revitalization Program (NY SOARs) at the Floyd Bennett Memorial Airport, Warren County, New York, for an amount not to exceed Forty Thousand Dollars (\$40,000), and be it further

RESOLVED, that upon notification of the awarding of grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant agreement and/or any other documentation required to satisfy grant program requirements, in a form approved by the County Attorney, without the need for further resolution.

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: County Facilities - Airport

DATE: 5/21/2018

- (a) Purpose of Request: Amend Resolution 671 of 2015

- (b) Details: Resolution 671 of 2015 authorizes agreement with Daniel G. Vincelette (DGV), Esq. to provide legal services associated with with the Eminent Domain Procedures Law with regard to the land/avigation easements for the Forest Enterprise Parcel. The original agreement was not to exceed \$18,627.50 for DGV, this included an amount not to exceed of \$5,000 for an appraisal to be completed by Thurston, Cassalle and Ryan a sub-contractor to DGV. The case was taken to court and additional fee of \$16,500 is required to complete the services.

- (c) Previous Resolution Number: 671 of 2015

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: H306.9550.280

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 671 OF 2015

Resolution introduced by Supervisors Girard and McDevitt

AUTHORIZING AGREEMENTS WITH HITE & BEAUMONT, P.C., ATTORNEYS AT LAW AND DANIEL G. VINCELETTE, ESQ. TO PROVIDE SPECIALIZED LEGAL SERVICES TO FACILITATE THE EMINENT DOMAIN PROCEDURE LAW PROCESS WITH REGARD TO THE LAND/AVIGATION EASEMENT - FOREST ENTERPRISES PARCEL FOR APPROACH TO RUNWAY 1 AND AMENDING THE COUNTY BUDGET ACCORDINGLY

WHEREAS, the County Facilities Committee recommended that the County enter into an agreement with Hite & Beaumont, P.C., Attorneys at Law to provide specialized legal services to facilitate the Eminent Domain Procedure Law process with regard to the land/avigation easement for an amount not to exceed Twenty Thousand Dollars (\$20,000), with this amount to be inclusive of the sub-contracting with Thurston, Cassalle and Ryan for an appraisal report in an amount not to exceed Five Thousand Dollars (\$5,000), including reasonable and customary expenses, for a term commencing upon execution of the agreement and terminating upon completion of services, and authorizing the Warren County Treasurer to appropriate the funds necessary from Budget Code A. 892.00 Reserve, Airport Repair & Projects, and

WHEREAS, following the County Facilities Committee meeting Attorney Robert Hite informed the County Attorney that he has decided to scale back his law practice and is respectfully declining to provide further legal services to Warren County in this matter, and

WHEREAS, Attorney Hite is recommending that Attorney Daniel G. Vincelette represent Warren County in this matter and the County Attorney has confirmed that Attorney Daniel G. Vincelette is willing to represent Warren County in this matter upon the same terms of engagement as detailed above, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute agreements with Daniel G. Vincelette, Esq. to provide specialized legal services to facilitate the Eminent Domain Procedure Law process with regard to the land/avigation easement for an amount not to exceed Eighteen Thousand Six Hundred Twenty-Seven Dollars and Fifty Cents (\$18,627.50), with this amount to be inclusive of the sub-contracting with Thurston, Cassalle and Ryan for an appraisal report in an amount not to exceed Five Thousand Dollars (\$5,000), plus reasonable and customary expenses, for a term commencing upon execution of the agreement and terminating upon

RESOLUTION NO. 671 OF 2015

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completion of services, in a form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to execute an agreement with Hite & Beaumont, P.C. relative to legal services previously provided to Warren County in this matter and for EDPL services in an amount not to exceed One Thousand Three Hundred Seventy-Two Dollars and Fifty Cents (\$1,372.50), and be it further

RESOLVED, that the total amount of compensation to be paid inclusive of all expenses, costs and fees shall not exceed Twenty Thousand Dollars (\$20,000) without further resolution of the Board of Supervisors, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Treasurer to appropriate the funds necessary from Budget Code A. 892.00 Reserve, Airport Repair & Projects to carry out the terms of this resolution, and be it further

RESOLVED, that the Warren County Budget for 2015 is hereby amended accordingly.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: DPW

DATE: 5/21/18

- (a) Employee Name, Title and Employee No.: Airport Manager
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$74,768
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$80,000
- (d) Effective Date for Salary Change:* 7/1/18
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.5610 Airport Manager
- (f) Justification of Request: Request to hire the most qualified individual for the position of Airport Manager. Since the current airport manager has only worked part-time, the monies in the current budget will cover the higher salary for the remainder of the year. No budget amendment needed.