

**AGENDA**  
**County Facilities Committee**  
**Department of Public Works-Airport**  
**August 27, 2018 – 10:00 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**

2 Request to create a position at the airport..... Kevin Hajos  
Rationale: Restructure the division

3 Request to Fill position of Building Maintenance Mechanic..... Kevin Hajos  
Rationale: Restructure the division

4 Request to Fill position of Airport Maint. Worker..... Kevin Hajos  
Rationale: Restructure the division

5 Request to approve the Adk Balloon Festival use of Airport..... Kevin Hajos  
Rationale: Use of airport for a three day period in September annually.

**IV. Referral/Pending Items**

None

**V. Information for Discussion/Review**

Airfield Crack filling, Line striping and Box Sign replacement project to begin August 27<sup>th</sup>.

Balloon - Fest September 21-23 – ticket sales, RV update and meeting with organizers Collings Foundation (hosted by FBO) September 10-13 (Reminder only)

Negotiations with FBO - Rich Air (Negotiation Team - update)

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

**VII. Motion to Adjourn**

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- Attachment

*RESOLUTION REQUEST FORM NO. 11*

*Request to Create New Position*

DEPARTMENT NAME: DPW

DATE: 08/27/18

- (a) Title of Requested Position: Building Maintenance Mechanic #6
- (b) Annual **Base** Salary (and Grade if Applicable): \$38,990 -Grade 13
- (c) Effective Date for New Position:\* September 24, 2018  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Airport Facility Maintenance Mechanic - \$48,558.00, Senior Airport Facility Maintenance Mechanic - \$53,223.00, Airport Maintenance Mechanic - STA - \$850.00, Senior Airport Facility Maintenance Mechanic - STA - \$850.00
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.5610 110 General. Airport (DPW)
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Position is approved, currently this position exist within the County.
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works - Airport Payroll Dept. No: 19.30  
Title of Position: Airport Maintenance Worker Base Salary of Position: \$34,102 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.5610 General Airport (DPW) Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Jan

Human Resources Director has approved this form when initialed. 8/21/18

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/22/18

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 8/23/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 8/27/18  
Vice Chair

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works - Airport Payroll Dept. No: 19.30  
Title of Position: Building Maintenance Mechanic #6 Base Salary of Position: \$38,990 Grade: 13  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.5610 General Airport (DPW) Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other creation  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_ %  State \_\_\_\_\_ %  Other \_\_\_\_\_ %

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_

**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** Jan

**Human Resources Director has approved this form when initialed.** NO 8/21/18

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/27/18

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 8/23/18

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 8/27/18  
Vice Chair

**Warren County Department of Public Works  
Airport Division Restructuring**

Current Organization	Title	Salary	Airport Facility Maintenance Mechanic	Senior Airport Facility Maintenance Mechanic	Airport Facility Maintenance Mechanic	Airport Maintenance Worker	Senior Airport Facility Maintenance Mechanic STA	Airport Facility Maintenance Mechanic STA	Division Total Salaries
		\$ 80,000.00	\$ 48,558.00	\$ 53,223.00	\$ 48,558.00	\$ -	\$ 850.00	\$ 850.00	\$183,481.00

Proposed Organization (by 2019)	Title	Salary	*Building Maintenance Mechanic*	*Airport Maintenance Worker*	Division Total Salaries
		Airport Manager	\$ 80,000.00	\$ 38,990.00	\$ 34,102.00

**\$ 30,389.00 Total savings**

\* Salaries are base salaries, with no steps included.

 Eliminate Positions from Airport Division

 Create New Position

***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: 8/27/18**

- (a) Purpose of Request: Authorizing Agreement with Adirondack Hot Air Balloon Festival to hold the Adirondack Ballon Festival at the Floyd Bennett Memorial Airport on September 21, 22 and 23, 2018 and to renew on an annual basis.
  
- (b) Details: Request the use of the Floyd Bennett Memorial Airport for the 46<sup>th</sup> Annual Adirondack Balloon Festival. Request would follow the same terms from the previous resolution, 222 of 2017
  
- (c) Previous Resolution Number: 222 of 2017
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 222 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS GIRARD, STROUGH, SEEBER, BEATY, MONTESI, BRAYMER, SIMPSON, LEGGETT, MACDONALD, GERAGHTY AND VACANT

**AUTHORIZING AGREEMENT WITH ADIRONDACK HOT AIR BALLOON FESTIVAL, INC., AND AUTHORIZING USE OF FLOYD BENNETT MEMORIAL AIRPORT - WARREN COUNTY, NEW YORK FOR 2017 ADIRONDACK HOT AIR BALLOON FESTIVAL**

WHEREAS, Adirondack Hot Air Balloon Festival, Inc. has requested permission to hold the 2017 Adirondack Hot Air Balloon Festival at the Floyd Bennett Memorial Airport - Warren County, New York, on September 22, 23 and 24, 2017, now, therefore, be it

RESOLVED, that permission is hereby granted to Adirondack Hot Air Balloon Festival, Inc. to hold the 2017 Hot Air Balloon Festival at the Floyd Bennett Memorial Airport - Warren County, New York on September 22, 23, and 24, 2017, and be it further

RESOLVED, that Warren County enter into an agreement with Adirondack Hot Air Balloon Festival, Inc., 202 Ridge Street, P. O. Box 883, Glens Falls, New York 12801, which agreement shall provide that: (1) use of the Airport will not be on an exclusive basis; (2) all participating balloonists and participating organizations and vendors shall indemnify and hold the County harmless from and against any and all liability for claims for damage or injury arising out of the Festival activity relating to their participation; (3) insurance policy endorsements naming the County as an additional insured shall be delivered to the County Attorney's Office by Adirondack Hot Air Balloon Festival, Inc. no later than Tuesday prior to the event; (4) Adirondack Hot Air Balloon Festival, Inc. shall supply its own employees, workers and agents to do any work required on the premises for the conduct of the Festival; (5) Adirondack Hot Air Balloon Festival, Inc. shall, at its own costs and expense, repair any damage caused to County property and restore the same to the condition as it existed prior to the damage; (6) the County shall be responsible for the removal of all garbage, refuse and debris deposited on County property and resulting from the use and occupancy of the Floyd

*RESOLUTION NO. 222 OF 2017*

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Bennett Memorial Airport - Warren County property by the visitors only to the Festival (not by the vendors or other activities sponsored by the Balloon Festival who are to remove their own garbage); (7) no pets shall be allowed on the premises; (8) prior approval by the County regarding the deduction of incidental expenses of the Adirondack Hot Air Balloon Festival associated with pedestrian and airfield parking collections, if any; (9) the Festival shall deliver to the County eighty-five percent (85%) of all pedestrian and airfield parking collections, less approved administrative expenses, received by the Festival not later than October 7, 2017 together with an accounting of all such revenue received by the Festival and, in turn, the Festival shall pay to the local charitable organization (VFW or similar) a sum equal to fifteen percent (15%) of all pedestrian and airfield parking collections received, less approved administrative expenses; and (10) such other terms and conditions as may be required by the County Attorney, and such agreement shall be in a form approved by the County Attorney.