

Agenda
County Facilities Committee – Airport
Department of Public Works
February 21, 2019 – 11:05 am

Committee Members: *BEATY, Loeb, Geraghty, Strough, Simpson, Frasier, Wild, McDevitt, Sokol, Diamond, Braymer*

I. Committee Meeting Call to Order.....Chairman Beaty

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

III. Action Agenda/New Business

Page

2 Resolution Request: Authorize the Chairman to enter into a consultant agreement with C & S Engineers.

Rationale: This is related to administrative support services required for acquiring two (2) airport snow plows.....Don D.

6 Resolution Request: Authorize approval of out of state travel

Rationale: Airport Manager attend Annual 2019 NEC/AAAE Airports Conference.....Don D.

8 Resolution Request: Authorize approval of a contract with Ideal Dairy Farms, Inc.

Rationale: To enter into 10 year revenue producing hay crop land lease at the airport.....Don D.

IV. Referral/Pending Items

Page

10 The Committee decided to hold off on making a decision regarding whether to purchase one steel ten-bay t-hangar or two PVC Tensile Fabric Hangar until the next Committee meeting. (01.22.19)Kevin H. / Don D.

V. Information for Discussion/Review

FAA FAR Part 139 Annual Airport Inspection.....Don D.

FAA Pre-Application for replacement snow plows.....Kevin H. / Don D.

FAA Application for a new Snow Removal Building.....Kevin H. / Don D.

RFQ being advertised for 5 Year Airport Consultants.....Kevin H. / Don D.

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

VII. Motion to Adjourn

- Attachments

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Airport

DATE: February 21, 2019

- (a) Is this a Result of a Bid or Request for Proposal? Application for - FAA Grant AIP

- (b) Purpose of Contract: To authorize the Chairman to enter into a Lump Sum fee consultant agreement with C & S Engineers to perform support services related to acquiring two (2) airport snow plows. The consultant will prepare bid documents, prepare reimbursement request packages and help develop written technical specification in accordance with recent FAA Advisory Circulars and SAE ARP specifications. Payment for these services will be contingent upon receipt of FAA grant funding.

- (c) Name of Contractor: C & S Engineers

- (d) Address of Contractor: 499 Col. Elleen Collins Blvd., Syracuse, NY 13212

- (e) Contractor's Contact Person and Telephone Number: Chris Brubach 315-455-2000

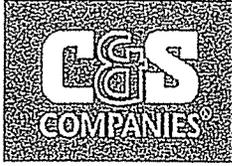
- (f) Has or will the Contract be provided, if so, please attach: Yes

- (g) Commencement Date of Contract: When authorized.

- (h) Termination Date of Contract: When grant is closed.

- (i) Payment Provisions:
 - i) lump sum amount \$4,800 (\$240 local share)
 - ii) hourly rate amount NA
 - iii) total amount not to exceed \$4,800 (only on award of FAA grant)
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.) COTP

(j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: TBD



C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212
p: (315) 455-2000
f: (315) 455-9667
www.cscos.com

January 2, 2019

Mr. Don DeGraw
Airport Manager
443 Queensbury Avenue, Room 201
Queensbury, New York 12804

Re: Floyd Bennett Memorial Airport
Airport Plows – Administrative Services

Dear Mr. DeGraw:

C&S Engineers, Inc. ("Engineer") is pleased to submit this proposal to render administrative services in connection with the acquisition of 2 airport plows for use at the Floyd Bennett Memorial Airport (hereinafter called the "Project").

The Engineer shall provide required services to prepare bid documents for two airport plows (the "Project"). The proposed vehicles will be acquired by Warren County ("SPONSOR") with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP). Our Basic Services will consist of completing the following tasks:

ADMINISTRATION PHASE:

The ENGINEER shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the Project's design. In addition, the ENGINEER shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.
2. Preparation of reimbursement request packages for submission to the funding agencies.
3. During the Design Phase, to aid the SPONSOR by acting as its liaison and Project coordinator with the funding agencies.

BID DOCUMENT PHASE:

The services included under this Phase shall generally consist of services required to furnish the SPONSOR with a complete set of Bid Documents for the Project. Specifications, suitable for bidding, will be completed and final design will be coordinated with the SPONSOR. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Develop written technical specifications in accordance with Warren County Purchasing Department requirements and in accordance with FAA Advisory Circular 150/5220-20 and SAE ARP Specifications. One bid package will be prepared.
2. Coordinate via phone and electronic mail with the Airport representatives to discuss equipment needs and requirements.



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 www.cscos.com

3. Submit draft final documents to the SPONSOR and FAA for final review and comment. Schedule and conduct draft final review meeting with the SPONSOR to discuss and resolve final comments.

We ask you ("Owner") to furnish us with any additional information relating to your requirements not currently identified, including any special or extraordinary considerations for the Project or special services you may require.

The Basic Services described herein shall be completed within 60 calendar days of the date of your acceptance of this proposal, and our receipt of the information stated above. If you should request any modifications or changes to the general scope or extent of the Project, the time allowed for performance of our services will be adjusted equitably.

In exchange for performance of our services, you agree to pay us for Basic Services a Lump Sum fee of \$4,800.00.

The Terms and Conditions governing the performance and payment of our services proposed herein, including respective responsibilities and other pertinent matters, are set forth in Exhibit "A", "Terms and Conditions (Design Phase)", attached hereto".

This proposal, together with attached Exhibit A constitutes the entire agreement between us with respect to its subject matter and supersedes all prior and contemporaneous written or oral understandings with respect to that subject matter. This proposal may be amended, supplemented, modified, or canceled only by a written instrument signed by both parties.

If this proposal, together with its governing Terms and Conditions, description of services to be rendered and fee schedule set forth herein meet with your approval, kindly acknowledge the same on the line indicated below and return to the undersigned. This proposal will become an agreement upon your acceptance, as acknowledged below. Your acceptance will constitute authorization to proceed on this Project. The proposal will remain open for acceptance until July 1, 2019, unless modified by us in writing.

This work is required to be completed prior to applying for the FAA funding grant. Payment is contingent upon receipt of the FAA grant.

Very truly yours,

C&S ENGINEERS, INC.

Christopher D. Brubach, P.E.
 Chief Engineer

Accepted this _____ day of _____, 2019.

By: _____
 Don Degraw, Airport Manager

RESOLUTION REQUEST FORM NO. 15

*Requesting Approval for Out-of-State Travel**

**If the conference announcement or details are available in writing, please attach.*

DEPARTMENT NAME: Airport - DPW

DATE: February 21, 2019

- (a) Dates of Travel: March 26 - 29, 2019
- (b) Purpose (include complete name of any conference, school, etc.): To attend the 2019 NEC/AAAE Airports Conference that will be held in Hershey, PA.
- (c) City/Town & State: Hershey, PA
- (d) Employee(s) Traveling (include title(s): Don DeGraw - Airport Manager
- (e) Is County paying the costs or is another Agency? Warren County
- (f) Mode of Transportation to be Use: Personal Vehicle
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
 Out-of-State (Requires Board resolution)

The County Facilities (Supervisory Committee) hereby authorizes Donald DeGraw (Employee Name)

to attend Northeast Chapter - AAAE 2019 Airports Conference (Name of meeting or organization)

at Hershey, PA (Address) on March 26-29, 2019 (Dates)

Meeting/Convention Cost: \$465.00 Mode of transportation to be used: Personal Vehicle
 (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:
I will be driving in my personal vehicle, with my spouse.

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

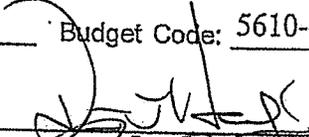
Notice of meeting or convention including cost. Total Cost of Travel \$ 1,244.00
 (travel and meeting/convention cost)

For Overnight Travel

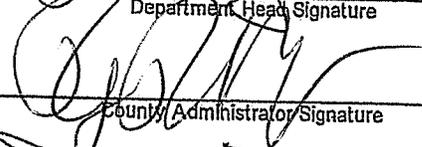
Room rate \$ 165 per night plus tax GSA* Rate \$ 117 Funding in Budget? Y N

Meal costs - GSA* per diem rate \$ 71.00 Budget Code: 5610-444 (travel code)
 * www.gsa.gov

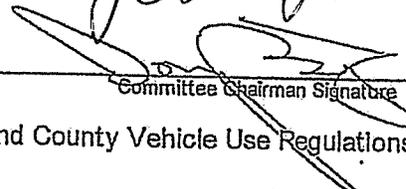
Date: 2/22/19


 Department Head Signature

Date: 2/22/19


 County Administrator Signature

Date: 2-8-19


 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

 Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Airport

DATE: February 21, 2019

- (a) Is this a Result of a Bid or Request for Proposal? RFP
- (b) Purpose of Contract: To enter into a 10 year revenue producing land lease with Ideal Dairy Farms, Inc..
- (c) Name of Contractor: Ideal Dairy Farms, Inc.
- (d) Address of Contractor: 239 Vaughn Road, Hudson Falls, NY 12839
- (e) Contractor's Contact Person and Telephone Number: Kyle Getty
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: When approved
- (h) Termination Date of Contract: 10 year term
- (i) Payment Provisions:
 - i) lump sum amount \$20 per acre (Year 1-3 no charge)
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. - once a year
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: N/A

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 7-19	NAME & ADDRESS OF BIDDER
ITEM(S): RFP FOR FLOYD D. BENNETT MEMORIAL AIRPORT HAY OR OTHER APPROVED CROP LAND LEASE	Ideal Dairy Farms, Inc. Attn: Kyle Getty 239 Vaughn Rd. Hudson Falls, NY 12839 Ph: 518-747-5059 Fx: 518-747-4869
DATE: FEBRUARY 7, 2019	
TIME: 3:00 PM.	
DESCRIPTION OF ITEM	
Proposed lease rate per acre (year ending 2019)	\$0.00
Proposed lease rate per acre (year ending 2020)	\$0.00
Proposed lease rate per acre (year ending 2021)	\$0.00
Proposed lease rate per acre (year ending 2022)	\$20.00
Proposed lease rate per acre (year ending 2023)	\$20.00
Proposed lease rate per acre (year ending 2024)	\$20.00
Proposed lease rate per acre (year ending 2025)	\$20.00
Proposed lease rate per acre (year ending 2026)	\$20.00
Proposed lease rate per acre (year ending 2027)	\$20.00
Proposed lease rate per acre (year ending 2028)	\$20.00
Proposed used for lease of County land:	Some fields may be used for growing corn. Manure and/or fertilizer will be spread at our discretion, using an agronomically responsible rate based on soil fertility and crop removal. Timing of application will be at our discretion, based on harvest timing and weather conditions. We reserve the option to terminate lease after 5 years if damages to equipment exceed the value of the feed.
Included Field Areas:	Fields identified on attached map
Excluded Field Areas:	N/a
BID AWARDED TO:	RESOLUTION NO. xx of 2019
TERM: Commencing upon execution of Agreement and terminating 10 years thereafter	
√	
JULIE A. BUTLER, PURCHASING AGENT	

2/1/2019

Airport South Hangars - Revenue Comparison

	2019	2023	2043	2068
Existing Condition with 12 old hangars - see notes 1,2,3	\$ 40,320.00	\$ 201,600.00	\$ 216,000.00	\$ 486,000.00
Build One (all Metal) 10 Bay Hangar with 50 year life - see note 4	\$ 40,320.00	\$ 203,520.00	\$ 1,019,520.00	\$ 2,039,520.00
Build Two (Metal / Fabric) 10 Bay Hangars with 25 year life - see notes 4,5,6	\$ 40,320.00	\$ 366,720.00	\$ 998,720.00	\$ 3,038,720.00

50 - years

25- years

5 - years

See Note #7

Notes:

- 1 Current hangar rent is \$280 per month
- 2 Existing hangar life expectancy 5 years (2023)
- 3 Assumed that 12 hangar tenants will rent outside tie downs at \$75 per month
- 4 New hangar rent of \$340 per month
- 5 Year 2043 - includes a \$1 million dollar deduction for the 25 year rehabilitation cost (engineers estimate)
- 6 The cost to build the full 20 new bays has not been determined
- 7 All figures are in todays prices with no adjustment for future rent increases

