

**Agenda**  
**County Facilities Committee – Airport**  
**Department of Public Works**  
**February 25, 2020 – 09:30 am**

Committee Members: BEATY, Bruno, Magowan, Conover, Diamond, Hogan and Seeber

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 Request: To amend Resolution No. 540 of 2019.....Don DeGraw  
Rationale: To amend “not to exceed” grant amount from \$40,000 to \$49,500  
for FAA Grant Application - Taxiway LED Lighting upgrade project

4 Resolution Request: Authorize approval of out of state travel  
Rationale: Airport Manager to attend Annual 2020 NEC/AAAE  
Airports Conference in Hershey, PA.....Don DeGraw

8 Resolution Request: Amend Airport Real Property Lease Agreement  
Rationale: Modify ESMI Flt Srvcs. Insurance requirements.....Don DeGraw

IV. **Referral/Pending Items**

- Committee authorized an RFP to pursue solar power site development at the Airport and updating the Airport Layout Plan for same. (10.22.19) Update: Mr. DeGraw informed the consultant work had been completed and he would be submitting an aerial map at which point the RFP could be released. (11.18.19) Update: Mr. DeGraw indicated he was currently awaiting FAA (*Federal Aviation Administration*) approval of a change in the land use designation to non-nautical in order to install solar panels and he displayed a map reflecting possible locations for the solar panels. (01.22.20)
- The Committee determined further discussion on the matter of removing the Airport’s Part 139 Certificate was necessary before a decision could be made. (01.22.20)

V. **Information for Discussion/Review**

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

VII. **Motion to Adjourn**

# **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:** Airport

**DATE:** February 25, 2020

- (a) Purpose of Request: To Amend Resolution No. 540 of 2019, Authorizing Submission of a Grant Application to the FAA/NYS DOT for the Design of a Taxiway LED Lighting Upgrade for the Warren County Airport
  
- (b) Details: Grant application Not To Exceed amount needs to be amended from \$40,000 to \$49,500, Federal share 90% (\$44,550), State share 5% (\$2,475) & Local Share 5% (\$2,475).
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: TBD

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 540 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LOEB, GERAGHTY, STROUGH, SIMPSON, FRASIER, WILD, MCDEVITT, SOKOL, DIAMOND AND BRAYMER

**AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR THE DESIGN OF A TAXIWAY LED LIGHTING UPGRADE FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chairman of the Board to execute and submit a grant application to the Federal Aviation Administration/New York State Department of Transportation for the design of a taxiway LED lighting upgrade for the Warren County (Floyd Bennett Memorial) Airport in an amount not to exceed Forty Thousand Dollars (\$40,000), which includes a five percent (5%) local share of Two Thousand Dollars (\$2,000), with a term to be determined, and be it further

RESOLVED, that upon notification of the award of said grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney.

**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 25, 2020**

- (a) Dates of Travel: March 29 - April 1, 2020
  
- (b) Purpose (include complete name of any conference, school, etc.): To approve out of state travel for the Airport Manager to attend the 2020 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 hereby authorizes Donald DeGraw  
(Supervisory Committee) (Employee Name)

to attend Northeast Chapter - AAAE 2020 Airports Conference  
(Name of meeting or organization)

at Hershey, PA on March 29 - April 1, 2020  
(Address) (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 \$ 1,043.00  
(travel and meeting/convention cost)

**For Overnight Travel**

Room rate \$ 165 per night plus tax GSA\* Rate \$ 113

Funding in Budget?  Y  N

Meal costs - GSA\* per diem rate \$ 71.00

Budget Code: 5610-444 (travel code)

\* [www.gsa.gov](http://www.gsa.gov)

Date: \_\_\_\_\_

\_\_\_\_\_  
 Department Head Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 County Administrator Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 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.

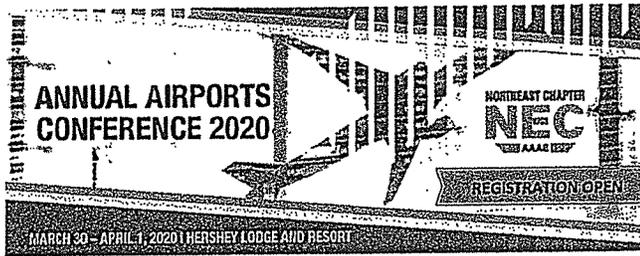


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## 2020 NEC/AAAE Airports Conference



*Monday, March 30 - Wednesday, April 1, 2020  
Hershey Resort and Lodge, Hershey, PA*



[Registration](#)

[Sponsors/Exhibitors](#)

[Hotel Information](#)

[2020 Airports Conference Schedule](#)

### Attendee Registration Price Outline:

Type	Early Bird (Ends March 9, 2020)	Late Registration
Member Rate	\$415.00	\$465.00
Non-Member Rate	\$465.00	\$515.00
One Day Registration	\$325.00	

### Chapter News

#### 2020 NEC/AAAE Executive Committee and Board of Directors Announced

*NEC/AAAE is proud to announce the 2020 Executive Committee and Board of Directors. During the Membership meeting at the NEC/AAAE 61st Annual Conference, the following team was elected to lead NEC/AAAE for 2020*

#### Executive Committee

President: Carlton E. Braley, A.A.E.  
 Vice President: Joseph Guarino C.M.  
 Treasurer: Melinda Montgomery, A.A.E.  
 Secretary: Zachary Sundquist, A.A.E.  
 Past President: Ed Foster, A.A.E.  
 Executive Secretary: Richard J. Williams

#### Board of Directors

Sharon Traficante, Chad Nixon, Darren Large, A.A.E., David Jones, P.E., C.M., Paul Breen, Steve Williams, Derek Martin, A.A.E.

*Click the below link for the full story and more chapter news!*

[NEC/AAAE Chapter News](#)

#### Our Tweets

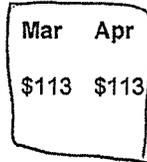
[Tweets by necaaae](#)



## FY 2020 Per Diem Rates for Hershey, Pennsylvania

Max lodging by month (excluding taxes.)

PrimaryDestination	County	2019Oct	Nov	Dec	2020Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Hershey	Hershey	\$136	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$181	\$181	\$181	\$136



## FY 2020 Per Diem Rates for Hershey, Pennsylvania

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Hershey	Hershey	\$71	\$17	\$18	\$31	\$5	\$53.25

***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: Airport**

**DATE: February 25, 2020**

- (a) Purpose of Request: To Amend Airport Real Property Lease Agreement dated 8-26-2008 with ESMI Flight Services, LLC.
  
- (b) Details: Amend lease Schedule C to provide appropriate level of insurance coverage.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: N/A

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

\* as listed in budget and LOGOS

## AMENDMENT AGREEMENT

THIS AMENDMENT AGREEMENT, effective January \_\_\_\_, 2020 amends the Airport Real Property Lease Agreement dated August 26, 2008 and Amendment Agreement dated May 3, 2018 (hereinafter referred to as the "Lease") between the COUNTY OF WARREN, a municipal corporation and political subdivision established under the Laws of the State of New York, having its offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845 (the "County"), and

ESMI Flight Services, LLC a limited liability corporation organized and existing under the Laws of the State of New York, having its principal office and place of business located at 269 Ballard Road, Wilton, NY 12831, (the "Tenant").

WHEREAS, the Tenant desires to modify the insurance coverage set forth in Schedule "C" of the Lease, and the County consents to such insurance modification,

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. Following the Effective Date of this Agreement, Schedule "C" of the Lease shall be amended and the Amended Schedule "C" shall supersede any and all other versions of Schedule "C" which have existed as part of this Lease.
2. The Amended Schedule "C" shall read as follows:

AMENDED SCHEDULE "C" – INSURANCE SPECIFICATIONS

- A. The insurance shall be in the following amounts:
- a. General liability insurance in the amount of One Million Dollars (\$1,000,000) combined single limit for bodily injury and property damage per occurrence with One Million Dollars (\$1,000,000) per occurrence/aggregate liability. The policy must be written on ISO coverage form CG 00 001 or its equivalent. Said insurance shall specifically cover hangar operations and other activities assumed or services performed by Tenant and Tenant's agreement to defend and indemnify the County and others as herein provided.
  - b. Hazard and Fire Damage Insurance. The Policy shall be cause of loss-special form coverage written on ISO form CP10.30 or its equivalent and must insure full replacement value of Hangar on agreed amount, replacement cost limit no coinsurance provision.
- B. Tenant agrees to keep the building and facilities of the leased premises insured to the extent of replacement cost against loss by fire, windstorm, hail, riot, explosion, smoke, vandalism, and malicious mischief, and to provide plate glass insurance.

3. Other than as set forth above, the parties do not intend to change any other term, condition or provision of the original Lease. The Lease shall continue to remain in full force and effect between the parties as amended hereby.

4. By signature below, ESMI Flight Services, LLC accepts the assignment of the Lease and agrees to be bound by its terms and conditions.

5. This agreement constitutes the full understanding of the parties as to the amendment of the aforesaid agreement. This amendment of agreement may not be modified except by further written agreement executed by the parties.

IN WITNESS WHEREOF, this amendment agreement has been executed by the duly authorized officers of the respective parties.

Approved as to Form:

COUNTY OF WARREN

\_\_\_\_\_  
Warren County Attorney

By: \_\_\_\_\_  
FRANK E. THOMAS, Chairman  
Board of Supervisors

By:   
\_\_\_\_\_  
Robert Manz, Managing Member  
ESMI Flight Services, LLC

STATE OF NEW YORK )

) ss.:

COUNTY OF WARREN )

On the \_\_\_\_ day of January in the year 2020 before me personally came \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that he resides in Saratoga County; that he is the President of ESMI Flight Services, LLC, the company described in and which executed the above instrument; and that he signed his name thereto by authority of the Board of said company.

\_\_\_\_\_  
Notary Public

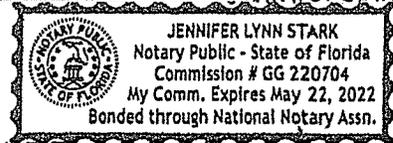
STATE OF ~~NEW YORK~~ <sup>Florida</sup> )

) ss.:

COUNTY OF ~~WARREN~~ <sup>collier</sup> )

On the 6 day of January in the year 2020 before me personally came Robert MANZ, to me known, who, being by me duly sworn, did depose and say that he resides in ~~Saratoga~~ <sup>collier</sup> County; that he is a managing member of ESMI Flight Services, LLC, the company described in and which executed the above instrument; and that he signed his name thereto by authority of the Board of said company.

Jennifer Stark  
Notary Public



STATE OF NEW YORK )

) ss.:

COUNTY OF WARREN )

On the \_\_\_\_ day of January in the year 2020 before me personally came Frank E. Thomas, to me known, who, being by me duly sworn, did depose and say that he resides in Warren County; that he is the Chairman of the Board of Supervisors of the County of Warren, the municipality described in and which executed the above instrument; and that he signed his name thereto by authority of the Board of Supervisors of said municipality.

\_\_\_\_\_  
Notary Public