

**COUNTY FACILITIES COMMITTEE MEETING
AIRPORT AGENDA
AUGUST 25, 2020**

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

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: Authorize Filling of Vacant Position
Rationale: To fill vacant Airport Maintenance Worker position.
2. Request: Authorize Amending Existing Contract
Rationale: To increase Passero Contract \$35K for additional services performed for the hangar project (total local share increase \$3,500).

IV. Discussion Items

- 1 Proposed map for solar project land lease, Areas 1 & 2
- 2 Update on the 8 bay hangar construction project (approximate September 1st start date)

V. Referrals/Pending Items

1. 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: RFP to be developed and released once FAA has approved change in use of property to allow for such. (01.22.20) Update: Mr. Degraw indicated the FAA would potentially approve two out of the three parcels, while the third would need an aeronautical study completed. (06.23.20)

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments: 1. Resolution Request Form No. 12 – Notice of Intent to Fill Vacant Position
2. Resolution Request Form No. 4 – Amend Contract Passero Associates
3. Proposed map for solar project land lease

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 Maint. Worker #4 Base Salary of Position: \$37,633 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: A.5610 Airport Maint. Worker #4 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12195/Combs, Brandon Date of Vacancy: 07/27/2020
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. RWS 8/12/20
Human Resources Director has approved this form when initialed. NS 8/13/20

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 8/19/20

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 [Signature] Date 8/19/20

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 _____ Date _____

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: DPW-Airport

DATE: August 25, 2020

- (a) Purpose of Contract Change: To amend agreement for services related to construction of T-Hangars and increase contract amount \$35k to a new total of \$125k. This is due to the additional design/administration/bidding services required due to the downsizing and re-bidding of the original project from 12 to 8 hangar bays. Total County Local share increases by \$3,500 (10% Local Match)
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 248 of 2019
- (c) Name of Contractor: Passero Associates
- (d) Address of Contractor: 242 West Main Street, Suite 100, Rochester, NY 14614
- (e) Contractor's Contact Person and Telephone Number: Bob Bilyo 585-261-1218
- (f) Commencement Date of Extension: active
- (g) Termination Date of Extension: When Grant is closed
- (h) Payment Provisions:
 - i) lump sum amount \$125,000 (\$12,500 local match)
 - ii) hourly rate amount
 - iii) total amount not to exceed \$ 125,000
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) 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: H388 Construct Airport T-Hangars

PA
PASSERO ASSOCIATES
engineering architecture

August 5, 2020

Mr. Don DeGraw
Warren County
443 Queensbury Avenue
Queensbury, New York 12804

**Re: Floyd Bennett Memorial Airport
Construct 6-Bay T-Hangar
Construction Services Amendment**

Dear Mr. DeGraw:

Per our conversation after the preconstruction meeting for this project, Passero Associates has expended our fees for this project. The following is our rationale and request for an amendment to the contract to complete construction observation and administration services.

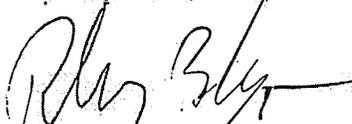
The original scope set for this project some years ago included the construction of two 10-Bay T-Hangars, the demolition of two existing 6-Bay T-Hangars, the paving of two tie down aprons, and the construction of another Maintenance Hangar. Passero initially had to complete various estimates to limit this scope of work to, a project that could be constructed for our \$903,000 budget. We then had to go about a somewhat unique process of convincing the state to still award this grant to Warren County, but amend it to include a limited to scope due to the escalating costs of steel among other factors. As you know we were successful in modifying the grant and completing the State's considerable environmental, EBO, and contractual obligations. We then designed and bid a project that we felt could be constructed within budget; however, the bids, specifically the electrical bid came in higher than expected and we could not award the project. Passero then had to redesign and rebid another package that could be built and awarded. As you know we were successful and construction is slated to start in a couple weeks; however, this effort over the past 2 years has expended more than our \$90,000 fee.

Attached is our fee proposal, Schedule B, totaling \$35,000 which will help us complete the Construction Administration, periodic Construction Observation, and Sub-Consultant services for Electrical Engineering for this project.

Please let me know if you and the board agree with our amended scope and fee, we will send you a new agreement. In the meantime, we will continue to review shop drawings and keep the project on schedule.

Thank you for your consideration, and if you have any questions or comments, please call me at (585) 760-8520.

Very Truly Yours,



Robert J. Bilyo, P.E.
Project Manager



**ARCHITECTURAL/ENGINEERING
COST SUMMARY
SCHEDULE "B"
CA/CO PHASE**

PROJECT NAME: Construct T-Hangar (6 Bay)
 PROJ DESCRIPTION Construct T-Hangar and Rehab Apron
 CLIENT: Warren County
 CLIENT MANAGER: Don Degraw, Airport Manager

DATE: 05-Aug-20
 A/E: Passero Associates
 PROJECT NO: 20140402.0010
 PA CONTACT: R Bilyo

I. ESTIMATE OF DIRECT SALARY COSTS:

	TITLE	MAXIMUM RATE OF PAY (\$/HR)	AVERAGE RATE OF PAY (\$/HR)	@	ESTIMATED HOURS	ESTIMATED COST
A.	DEPARTMENT MANAGER	\$72.12	\$64.92	X	0	\$0.00
B.	MANAGING ENGINEER	\$65.00	\$55.00	X	0	\$0.00
C.	SENIOR PROJECT MANAGER	\$64.99	\$52.24	X	83	\$4,335.92
D.	PROJECT MANAGER	\$61.07	\$45.39	X	0	\$0.00
E.	SENIOR PROJECT ENGINEER	\$45.10	\$42.68	X	0	\$0.00
F.	PROJECT ENGINEER / ENV SCIENTIST	\$36.79	\$33.09	X	0	\$0.00
G.	STAFF ENGINEER	\$28.70	\$26.20	X	0	\$0.00
H.	ENGINEER I/II	\$26.49	\$24.42	X	24	\$588.08
I.	SENIOR DESIGNER	\$33.00	\$26.56	X	0	\$0.00
J.	DESIGNER	\$31.80	\$24.70	X	0	\$0.00
K.	SENIOR PROJECT PLANNER	\$42.00	\$36.06	X	0	\$0.00
L.	PROJECT PLANNER	\$39.00	\$28.90	X	0	\$0.00
M.	SENIOR/MANAGING ARCHITECT	\$53.07	\$51.40	X	0	\$0.00
N.	PROJECT ARCHITECT	\$29.43	\$27.80	X	0	\$0.00
O.	INTERN ARCHITECT	\$23.06	\$22.17	X	0	\$0.00
P.	ADMINISTRATIVE ASSISTANT	\$24.40	\$20.80	X	0	\$0.00
Q.	GRANTS ADMINISTRATOR	\$37.20	\$35.40	X	0	\$0.00
R.	CONSTRUCTION SUPERVISOR	\$45.80	\$43.60	X	0	\$0.00
S.	RESIDENT ENGINEER	\$39.82	\$36.46	X	0	\$0.00
T.	SENIOR INSPECTOR	\$32.50	\$28.50	X	40	\$1,140.00
U.	INSPECTOR	\$29.00	\$23.30	X	158	\$3,681.40
V.	OFFICE ENGINEER	\$30.00	\$22.00	X	0	\$0.00
W.	SURVEY MANAGER	\$40.50	\$38.01	X	0	\$0.00
X.	SURVEY PARTY CHIEF	\$37.31	\$28.14	X	0	\$0.00
Y.	SURVEYOR (FIELD)	\$20.12	\$20.12	X	0	\$0.00
Z.	SURVEYOR (OFFICE)	\$24.52	\$24.52	X	0	\$0.00

TOTAL ESTIMATED DIRECT SALARY COST: \$9,743.40

**II. OVERHEAD EXPENSES & PAYROLL BURDEN PER SCHEDULE "C" -
(AUDITABLE, ESTIMATED AND EXPRESSED AS A PERCENTAGE
OF DIRECT SALARY COST):**

176.00% \$17,148.38

III. SUBTOTAL OF ITEMS I & II:

TOTAL LABOR AND OVERHEAD

\$26,891.78

IV. ESTIMATE OF DIRECT EXPENSES:

A.	TRAVEL, BY AUTO:	.25 TRIPS @	60 MILES/TRIP @	0.54	=	810
B.	TRAVEL, BY AIR:	0 TRIPS @	0 PERSONS @	0	=	0
C.	PER DIEM:	0 DAYS @	0 PERSONS @	129	=	0
D.	MISCELLANEOUS:				=	39.7

TOTAL ESTIMATE OF DIRECT EXPENSES:

\$849.70

V. FIXED FEE (PROFIT):

A.	LABOR PLUS OVERHEAD:	15%	(OF III.)	\$4,033.77
B.	DIRECT EXPENSES:	15%	(OF IV.)	\$127.46
C.	SERVICES BY OTHERS (SBO's)	0%		\$0.00
TOTAL FIXED FEE:				\$4,161.22

VI. SUBCONTRACTS:

A. ESTIMATE OF SUBSURFACE INVESTIGATION & TESTS:

1	MOBILIZATION/DEMOBILIZATION:	1	LUMP SUM	\$1,000.00	=	\$1,000.00
2	PAVEMENT CORES:	2	EACH @	\$110.00	=	\$220.00
3	CONTINUOUS SAMPLING:	0	L.F. @	\$25.00	=	\$0.00
4	OBSERVATION WELL:	0	L.F. @	\$15.00	=	\$0.00
5	TEST PITS:	0	EACH @	\$450.00	=	\$0.00
6	FIELD CBR:	0	EACH @	\$450.00	=	\$0.00
7	FIELD DENSITY TESTS:	4	EACH @	\$35.33	=	\$141.32
8	MECHANICAL ANALYSIS:	0	EACH @	\$80.00	=	\$0.00
9	LABORATORY PROCTORS:	0	EACH @	\$145.00	=	\$0.00
10	SOAKED LAB CBR (ASTM D1883, PAR 8.1.1):	0	EACH @	\$290.00	=	\$0.00
11	SOAKED LAB CBR (ASTM D1883, PAR 8.1.2):	0	EACH @	\$390.00	=	\$0.00
12	SOAKED LAB CBR (ASTM D1883, PAR 8.2):	0	EACH @	\$490.00	=	\$0.00
13	ATTERBERG LIMITS:	0	EACH @	\$90.00	=	\$0.00
14	NATURAL MOISTURE CONTENT:	0	EACH @	\$12.00	=	\$0.00
15	HYDROMETER ANALYSIS:	0	EACH @	\$60.00	=	\$0.00

TOTAL ESTIMATED SUBSURFACE INVESTIGATION & TESTS:

\$0.00

B. OTHER SBO'S, MBE, DBE

1	Aubertine & Currier	\$0.00
2	Popli Design Group	\$3,097.29
3	Nature's Way	\$0.00

TOTAL SERVICES BY OTHERS COST

\$3,097.29

VII. TOTALS:

A. MAXIMUM TOTAL COST FOR DESIGN SERVICES, AGREEMENT TOTAL & ELIGIBLE:

\$35,000.00

FLOYD BENNETT MEMORIAL AIRPORT
PROPOSED SOLAR PROJECT 2020
August 12, 2020
Total acres = 87

