

**COUNTY FACILITIES COMMITTEE MEETING
AIRPORT AGENDA
February 28, 2022**

Committee Members: *BRUNO*, Magowan, Thomas, Strough, Conover, Beaty and Diamond

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: – Apply for Grant
Rationale: – Runway 1-19 Pavement Markings
2. Request: – Establish Capital Project
Rationale: - For Runway 1-19 Pavement Markings - H414
3. Request: – New Contract
Rationale: - For the design, bidding and construction administration of Capital Project H414
4. Request: - Miscellaneous
Rationale: - To recommend an Airport Lease and to set a Public Hearing and to commence SEQR review of the proposed project
5. Request: - Amend Contract for SRE Building
Rationale: - for Change order due to price escalation.

IV. Discussion Items

1. Taxiway Lighting Project – Update

V. Referrals/Pending Items

1. It was the consensus of the Committee for Rich Air to begin planning the construction of a new three-bay t-hangar at the Warren County Airport and return to the Committee with their plans when prepared. (07.20.21)
2. Mr. Hajos to bring more information regarding the \$1.4 million grant the County had received from the State for construction of new T-hangars at the Floyd Bennet Memorial Airport. (10.19.21) Update: Regarding the \$1.4 million grant, the Committee was advised the next step was to wait for the Grant Offer letter, which was the same process as the previous T-hanger project. (11.23.21)

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

VII. Motion to Adjourn

Attachments:

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: County Facilities - Airport

DATE: February 28, 2022

- (a) Purpose of Grant: Authorizing the Chairman of the BOS to apply for and execute a grant agreement with FAA & NYS DOT for the design and construction of Runway 1-19 Remarking Project at the Floyd Bennett Memorial Airport
- (b) Name of Grantor: Federal Aviation Administration (FAA) Airport Improvement Program / New York State Department of Transportation (NYS DOT)
- (c) Address of Contractor: FAA - NYADO, 1 Aviation Plaza, Room 111 Jamaica, NY 11434 & NYS DOT Albany, NY
- (d) Grantor's Contact Person and Telephone Number: E. Martinez, 718-995-5771
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? n/a
- (f) Effective Date of Grant: n/a
- (g) Termination Date of Grant: n/a
- (h) Total Dollar Amount Involved (not to exceed): \$300,000
- (i) Deadline to Submit Grant Application and/or Grant Agreement: April 11th, 2022.
- (j) Is a Budget amendment required? If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? Yes If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? Yes If Yes, Where are the Funds? List Budget Code (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital

Reserve Project Number and Title and Amount: TBD (90% Fed \$270,000 5% state \$15,000 & 5% Local A.9950 910 - \$15,000)

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: February 28, 2022

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H414 Airport Runway 1-19 Remarking Program.
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$300,000 (To be confirmed by grant)
- (e) Source of Funding (including name & title of codes, etc.):
 - FAA Grant 90% \$270,00
 - NYS DOT 5% \$15,000
 - Local Match 5% A.9550 910 Transfer-Captial Projects \$15,000
- (f) Purpose of Establishment: For Remarking of Airport Runway 1-19 in accordance with FAA requirements.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Facilities - Airport

DATE: February 28, 2022

- (a) Is this a Result of a Bid or Request for Proposal? FAA Grant for Runway 1-19
Remarking Project.
- (b) Purpose of Contract: To enter into a consultant agreement for all services related
to the Runway 1-19 Remarking Project at the Floyd Bennett Memorial Airport.
- (c) Name of Contractor: McFarland-Johnson, Inc.
- (d) Address of Contractor: 49 Court Street, Suite 240, Binghamton, NY, 13901
- (e) Contractor's Contact Person and Telephone Number: Turner Bradford 518-245-
6663
- (f) Has or will the Contract be provided, if so, please attach: Draft Contract attached.
- (g) Commencement Date of Contract: Upon execution.
- (h) Termination Date of Contract: When grant is closed.
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed \$41,440.00
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc.
- (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: H414 Airport Runway 1-19 Remarking Project
\$300,000.00.



EXHIBIT A

SCOPE OF SERVICES

**For
Warren County
Floyd Bennett Memorial Airport**

Runway 1-19 Remarking - Design, Bidding, and Construction Administration

PROJECT DESCRIPTION

This project consists of remarking of Runway 1-19. The full length and width (5000' x 150') of the runway will be remarked with RW 1 receiving precision instrument markings, and RW 19 receiving non-precision instrument markings. Taxiway lead-in lines for TW A, B, C, and E will be remarked out to the Runway Safety Area (RSA).

The project will be completed by the SPONSOR (Warren County), with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), and New York State Department of Transportation (NYSDOT) at funding levels of 90% FAA, 5% NYSDOT and 5% SPONSOR.

SCOPE OF WORK

The CONSULTANT (McFarland-Johnson, Inc.) shall provide the following professional services under this contract as related to the above-described project including the preparation of preliminary design, final design, specifications, opinion of probable construction cost, assistance in bidding, and construction observation.

1. ADMINISTRATION/PROJECT MANAGEMENT

The following items of work shall be accomplished by the CONSULTANT on behalf of the SPONSOR under the category of Administration/Project Management:

- A. A Conference with the SPONSOR to review their programming and project requirements and to become knowledgeable of the data that is already available for the project.
- B. Project Development. The preparation of data for use by the FAA in the funding of the project. The CONSULTANT will prepare a draft scope of work incorporating the necessary provisions to complete all project components in a timely manner. The Scope of Work will be distributed to the SPONSOR and FAA for review and



comment. A fee summary will be prepared based upon the approved final scope of work.

- C. The CONSULTANT will prepare the FAA Grant Application paperwork for signature by the SPONSOR. The application will include the following information:
- Application for Federal Assistance (Standard Form 424)
 - Project Approval Information, Part II (FAA Form 5100-101)
 - Project Approval Information, Part IV- Program Narrative
 - Project Funding Summary
 - Consultant Scope of Work
 - Consultant Fee
 - Sponsor Certifications
 - Sponsor Grant Assurances
- D. Grant Administration: A Grant Administrator will be assigned to the Project. The Grant Administrator will assist the SPONSOR with reimbursement requests to the funding agency, as well as prepare required project close-out documentation. The project duration requiring this task is estimated to be six months. The CONSULTANT shall prepare, and process grant reimbursement requests for the applicable FAA and NYSDOT grants. four (4) reimbursement requests are anticipated. The CONSULTANT will obtain all administrative expenses, engineering fees and costs associated with the project and assemble a total project summary. A Final project closeout report will be prepared. The report will include a narrative summary and review of the project costs.
- E. The CONSULTANT will prepare quarterly progress reports for submission to the FAA.
- F. The construction budget for the Project is \$300,000. The CONSULTANT shall evaluate the feasibility of this budget, based upon the CONSULTANT's experience as a design professional, and keep the SPONSOR apprised during each phase of the Project of the results of such evaluation. The CONSULTANT shall advise the SPONSOR as to options available for reducing construction costs to stay within the budget, if it appears likely that contractor bid prices will exceed this budget.
- G. The CONSULTANT will perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of the design team.
- H. The CONSULTANT will provide monthly project status reports to the SPONSOR.
- I. Schedule coordination: The CONSULTANT will provide continued coordination so



that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the FAA and NYSDOT review process.

2. DESIGN

- A. Attend a pre-design meeting with the SPONSOR's representatives, the tenants, and other appropriate agencies such as the FAA and NYSDOT. While on-site for this meeting a visual inspection of the runway and adjacent taxiways will be conducted.
- B. Complete an investigation to gather the necessary data for design of project. The investigation will consist of a review of the existing data such as previous survey information, as-built construction drawings, aircraft schedules, utility plans, and field visit photographs, as it is readily available.
- C. The preliminary Construction Safety Phasing Plan (CSPP) will be prepared in accordance with FAA criteria for construction on Airports. This plan will rely upon the criteria contained in FAA AC 150 5370-2G, Operational Safety on Airports During Construction and current FAA Orders, as applicable. This plan will include the type and locations of barricades, the proper clearances, the appropriate temporary marking and lighting during construction, and a series of notes to be provided to the contractor relative to coordination and safety. This plan will consider access to work areas by construction equipment and trucks. Access routes will be developed in an attempt to minimize impact on airport operations and damage to existing aprons and taxiways. The CONSULTANT will facilitate progress review meetings with the SPONSOR, airport tenants, users, and operations staff to review the CSPP. It is anticipated that one (1) progress meetings will be held.
- D. Prepare plans and details based upon criteria contained in FAA AC 150/5300-13, Airport Design. The information to be included will be:
 - Cover Sheet
 - General Notes and Quantities Table
 - Horizontal and Vertical Control Plan
 - Existing Conditions/Demolition Plans
 - Construction Phasing and Safety Plans and Notes
 - Marking Plans
 - Marking Details
- E. Prepare a set of specifications for use in bidding and construction of the project. The FAA standard specifications will be used when possible and will be supplemented with State specifications. When special specifications are



required, they will be prepared in the same format as the FAA specifications and will be assigned an identifier that distinguishes them from the FAA specifications.

- F. Prepare a quantity take-off from the various design documents, by type of material and FAA or other specification identifier. Separately, a unit cost will be developed for each material to be used on the project. The unit costs will be compiled from other recent projects at the airport, other airports in the area, and other reliable sources. An Engineer's Opinion of Probable Construction Costs will be generated and compared with the available budget for the project. Should any discrepancy occur, the budget will be modified in consultation with the SPONSOR's representative, the FAA, and the NYSDOT; or the project modified to result in a project within the available budget.
- G. Prepare an airspace clearance review request for the FAA to review temporary airspace obstructions during construction utilizing FAA Form 7460, Notice of Proposed Construction or Alteration.
- H. Prepare a bid package to reflect the specific requirements of the FAA, NYSDOT, and the SPONSOR. This will include a Notice to Bidders, a standard contract form, bidding forms, contractor assurances and questionnaire, standard provisions and conditions, and technical specifications.
- I. Perform in-house review of the plans for Quality Assurance and Quality Control. The review will be undertaken for conformance to specified criteria, constructability, and clarity of delivery.
- J. Submit design plans, specifications, front end documents, and Engineer's Opinion of Probable Cost to the SPONSOR for review. Facilitate a progress review meeting with the SPONSOR to review design and operational. Address any comments from the SPONSOR based upon the progress review.
- K. Submit design plans, specifications, front-end documents, and Engineer's Opinion of Probable Cost to the FAA for their formal review in accordance with Memorandum for Implementation at FAA Review of Construction Plans and Specifications dated December 8, 2014. Based on the Review Matrix in Appendix 1 of this Memorandum, a General Review of the contract documents will be completed by the FAA.
- L. Update the plans and specifications to reflect the comments and revisions developed as a result of the FAA's design review.
- M. Finalize and submit to the FAA a CSPP that provides for the necessary phasing of construction.



5. CONSTRUCTION OBSERVATION:

- A. Applications for Payment: Based on 1) CONSULTANT's on-site observations of work progress; 2) information provided by the Resident Project Representative; 3) review of the applications for payment including the accompanying data and schedules:
- CONSULTANT shall determine the amounts owing the CONTRACTOR(s) and recommend in writing payments to CONTRACTOR(s) in such amounts. Such recommendations of payment will constitute a representation to the SPONSOR based on such observations and review, that the work has progressed to the point indicated, and that, to the best of the CONSULTANT's knowledge, information and belief, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of such work as to a functioning whole prior to, or upon, Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, CONSULTANT's recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
 - By recommending any payment, CONSULTANT will not thereby be deemed to have represented that exhaustive, continuous, or detailed reviews or examination have been made by CONSULTANT to check the quality or quantity of CONTRACTOR(s) work as it is furnished and performed beyond the responsibilities specifically assigned to CONSULTANT in the Agreement and the Contract Documents. CONSULTANT agrees that he will exercise reasonable professional judgement in verifying that the adherence to the Contract Documents and quantity of the work meets requirements of the Contract Documents for which CONSULTANT is contractually responsible. CONSULTANT's review of CONTRACTOR(s)' work for the purposes of recommending payments will not impose on CONSULTANT responsibility to supervise, direct, or control such work or for the means, methods, techniques, sequences, direct, or procedures of construction or safety precautions or programs incident thereto or CONTRACTOR(s) compliance with laws, rules, regulations, ordinances, codes, or orders applicable to their furnishing and performing the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purpose any CONTRACTOR has used the monies paid on account of the Contract Price, or to determine that title to any of the work, materials, or equipment has passed to SPONSOR free and clear of any lien, claims, security interests, or encumbrances, or that there may not be other matters at issue between



SPONSOR and CONTRACTOR(s) that might affect the amount that should be paid.

- B. Construction Observation: Provide technical observation of construction by a full-time Resident Project Representative (RPR) and supporting staff, who will also:
- Maintain a project record in conformance with the Federal Aviation Administration and Manual of Uniform Record Keeping (MURK), adopted for use on an Airport Improvement Project, (AIP).
 - Complete, review, and verify requests for periodic and final payments for CONTRACTOR(s).
 - Assist SPONSOR in preparation of partial and final requests for reimbursement for State and Federal aid.
 - Prepare, compile, and negotiate change order documentation and supplemental agreements with the CONTRACTOR(s) on behalf of the SPONSOR.
- C. Progress Reports: Submit weekly progress reports of construction activity and problems encountered as required by the SPONSOR, and the Federal Aviation Administration. FAA Form 5370-1, "Construction Progress and Inspection Report" will be utilized for this purpose.
- D. Contractor(s)' Completion Documents: CONSULTANT shall receive and review, schedules, guarantees, bonds, and certificates of inspection, test and approvals which are to be assembled by CONTRACTOR(s).
- E. Final Walk Through : CONSULTANT shall conduct a final walk through to determine if the work is substantially complete and acceptable so that CONSULTANT may recommend, in writing, final payment to CONTRACTOR(s) and may give written notice to SPONSOR and the CONTRACTOR(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to the limitations expressed in this Section "H." Final inspection and final payment approvals will take place after all contract work has been completed and accepted.
- F. Completion Certificates: Issue certificates of completion to the SPONSOR, the State of New York and the Federal Aviation Administration at the completion of construction.
- G. Limitation of Responsibility: CONSULTANT shall not be responsible for the acts or



omissions of any CONTRACTOR(s), or of any Subcontractor or supplier, or any of the CONTRACTOR(s)' work, nor shall the CONSULTANT have the responsibility to supervise, direct, or control CONTRACTOR(s)' work or for the means, methods, techniques, sequences, or procedures of construction or for the safety precautions or safety programs of the CONTRACTOR(s).

H. Limitations of Authority: (RPR, Inspector and On-Site Staff)

- Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the SPONSOR.
- Shall not exceed limitations of CONSULTANT's authority as set forth in the agreement or the Construction Contract Documents.
- Shall not undertake any of the responsibilities of CONTRACTOR, subcontractors or CONTRACTOR's superintendent.
- Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the construction unless such advice or directions are specifically required by Contract Documents.
- Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.
- Shall not accept Shop Drawing or sample submittals from anyone other than the CONTRACTOR.
- Shall not authorize SPONSOR to occupy the Project in whole or in part.
- Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by the SPONSOR.

I. Responsibilities/duties of Construction Observation Staff (RPR, Inspector and On-Site Staff): In general, the on-site RPR and staff are responsible for monitoring construction activity on a project and documenting their observations in a formal project record. The formal project record for this project will follow the format and guidelines of the MURK system adopted for an airport project.

The formal project record consists of the following entries and duties:

- CONSULTANT's Daily Project Diary
- Inspector's Daily Reports



- Preparation of FAA Weekly Reports
- Prime/Subcontractor Work Summary
- Preparation of Material Acceptance Reports
- Preparation of Certification and Testing Log Book
- Review Subcontractor approval forms
- Prepare statement of days charged on a weekly basis
- Conduct Wage Rate Interviews with prime and/or subcontractors employees
- Conduct project meetings with Owner and Contractors
- Field measure quantities on a daily basis
- Collect and monitor weekly payrolls for Davis Bacon Act Compliance
- Review and/or preparation of Periodic Payment Requests
- Record deviations from the contract plans for preparation of Record Drawings
- Preparation and review of Change Orders/Force Account Work

The RPR is responsible for monitoring construction activity as it relates to airport operations and coordination with airport operations staff. The RPR will monitor work for compliance with Notice to Airmen (NOTMA's), however, all NOTAM's will be issued by airport staff.

- J. Contract Period: CONSULTANT agrees to provide the services in this phase of the Agreement during the construction contract period, which is estimated to be a total of one (1) week in the Summer of 2022. Additionally, project administration and closeout are anticipated to include 60 days after project acceptance to complete the project records.

The fee contained in the Exhibit "B" is based on the stated anticipated hours of effort. If these hours are exceeded, through no fault of the CONSULTANT, the CONSULTANT shall be entitled to additional compensation.

6. PROJECT CLOSEOUT:

- A. Record Plans: Prepare and furnish two (2) hard copies, and one PDF electronic version, of the Record Plans for the completed project to the SPONSOR. Copies



will also be provided to the federal and state funding agencies, if required. These plans will show the completed construction per the engineer's and contractor's records. They are, however, not to be construed as being 100 percent accurate.

ASSUMPTIONS

- The estimated design and construction budget is \$300,000.
- Bidding for the project is anticipated to occur in the Winter/Spring of 2022.
- No topographic survey will be conducted.
- Update to the Airport's Signage and Marking Plan is not required.
- It is anticipated that a formal Safety Management System (SMS) review will not be required for this project.

PROPOSED SCHEDULE OF COMPLETION

The CONSULTANT agrees to complete the work under this phase of the Agreement in a manner satisfactory to the SPONSOR within 8 months after receiving an executed copy of this contract from the SPONSOR accompanied by a resolution from its governing body authorizing said execution or within such extended periods as agreed to by the SPONSOR.

Schedule

<u>Task</u>	<u>Completion</u>
•	Notice to Proceed 02/15/22
•	Design 03/15/22
•	Bid Documents 04/01/22
•	Bidding 04/01/22 – 04/22/22
•	Grant Application 04/29/22
•	Construction 06/15/22 – 06/30/22
•	Closeout 08/30/22

EXHIBIT B
Runway 1-19 Remarking

Warren County
 Floyd Bennett Memorial Airport

January 2022

FEE SUMMARY

	DESIGN / PLANNING SERVICES	CONSTRUCTION SERVICES
1. DIRECT TECHNICAL LABOR	\$7,350.85	\$4,390.25
2. ESTIMATED OVERHEAD EXPENSES AND PAYROLL BURDEN Based on Percentage of Direct Salary Cost (exclusive of Premium Pay) with the estimated Percentage being 175.00 %	\$12,863.99	\$7,682.94
3. SUBTOTAL OF ITEMS 1 & 2	\$20,214.84	\$12,073.19
4. FIXED FEE / PROFIT	\$3,032.23	\$1,810.98
5. DIRECT EXPENSES	\$266.00	\$413.00
6. SUBCONSULTANT COSTS	\$2,500.00	
Indepent Reivew (DBE)	\$2,500	
7. SUBCONTRACT COSTS - (ESTIMATE)		
8. OVERTIME PREMIUM		\$450.00
9. TOTAL FEE ESTIMATE	\$26,013.07	\$14,747.17

10. TOTAL FEE FOR ALL SERVICES

\$40,761

NOTE: Authorized hours worked in excess of forty per week are subject to a premium time charge

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: DPW

DATE: 2/28/22

- (a) Purpose of Request: To recommend an Airport Lease and to commence SEQR review of the proposed project

- (b) Details: Schermerhorn Aviation, LLC is proposing to construct, maintain and use/sublease a 40' x 150' 3 -Bay Steel Frame T-Hangar located Floyd Bennett Memorial Airport. The proposed lease agreement will be prepared by the County Attorney and presented at a public hearing (date to be determined after environmental review), commencing SEQR review (pending Environmental Assessment).

- (c) Previous Resolution Number: 389 of 2018 (Hangar #7 & #8)

- (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

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: County Facilities - Airport

DATE: 2/28/22

- (a) Purpose of Contract Change: To process change orders for the Snow Removal Equipment (SRE) Building due to escalation cost associated with materials
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 198 of 2020 (Bid WC 13-20) Original Contract Amount of \$1,369,800 for Plank LLC, general contract. Total Original Project Cost; \$2,257,860
- (c) Name of Contractor: Plank LLC.
- (d) Address of Contractor: 376 Broadway, 3rd Floor Schenectady, NY 12305
- (e) Contractor's Contact Person and Telephone Number: Patrick Hedderman (518) 344-5400
- (f) Commencement Date of Extension: NA
- (g) Termination Date of Extension: NA
- (h) Payment Provisions:
 - i) lump sum amount \$68,307.92
 - 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.
- (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: H402.9550 280 Airport Snow Removal Equipment Building Construction