

County Facilities Committee - Airport
Department of Public Works
AGENDA
October 31, 2016 – 10:30am

Committee Members: *GIRARD, Wood, Beaty, Braymer, Conover, Leggett, MacDonald, Montesi, Seeber, Simpson, Strough*

- I. **Committee Meeting Call To Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**
Page
2 Grant App – NYS SOAR grant application..... Ross Dubarry
Rationale – Airport marketing for development opportunities
- IV. **Referral/Pending Items**
Committee to discuss re-introducing Airport Marketing Advisory Committee: (01.26.16) Update: Supervisor Seeber to meet with Bill Mason regarding the Airport Marketing Advisory Committee and report back to the Committee. (03.23.16)

Aviator Parking/General Parking Plan
- V. **Information for Discussion/Review**
Proposed resolutions from Supervisors Strough & Braymer
- VI. **Privilege of the Floor to discuss any additional items to come before the Committee**
- VII. **Motion to Adjourn**

Attachments

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: DPW - Airport Division

DATE: 10/31/2016

- (a) Purpose of Grant: **Request support for airport development marketing consultant services grant opportunity under the Statewide Opportunities Airport Revitalization program (NY SOARs).**
- (b) Name of Grantor: **NYSDOT - Aviation Bureau**
- (c) Address of Contractor: **New York State Dept. of Transportation, Office of Integrated Modal Services, Aviation Bureau, 50 Wolf Road, POD 54, Albany, NY 12232**
- (d) Grantor's Contact Person and Telephone Number: **Denise Geraldi (518) 485-7691**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Attached**
- (f) Effective Date of Grant: **When Executed**
- (g) Termination Date of Grant: **When Complete**
- (h) Total Dollar Amount Involved (not to exceed): **\$40,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **N/A**
- (j) Is a Budget amendment required? **No** 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? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

EXHIBIT A

PROJECT BACKGROUND, GOALS, DESCRIPTION AND SCOPE OF SERVICES

FOR THE PREPARATION OF

MARKET ANALYSIS, MARKETING & DEVELOPMENT STRATEGY & IMPLEMENTATION

FOR

FLOYD BENNETT MEMORIAL AIRPORT

PROJECT BACKGROUND

Warren County is seeking to participate in the New York State Department of Transportation (NYSDOT) SOARs (Statewide Opportunities for Airport Revitalization) program to assist with marketing and promotion of Floyd Bennett Memorial Airport (AIRPORT). Participation in the SOARs program will help the County and Airport Administration better position Floyd Bennett Memorial Airport to be financial self-sustaining, contribute to local job creation, and expand the Airport's brand recognition as a gateway to the Glens Falls, Queensbury and the Lake George region of the southern Adirondack mountains.

PROPOSED SCOPE OF WORK

The CONSULTANT shall provide the following professional services, and the SPONSOR will participate as detailed below, under this contract.

1. MARKET ANALYSIS & DEVELOPMENT OPTIONS:

A. Market Analysis

The CONSULTANT will research, identify, and document the AIRPORT'S general aviation market utilizing publicly available data/information. This will include the identification of prospective general aviation users or segments of users. The AIRPORT'S local and regional aviation market is defined as 30 nautical miles. The CONSULTANT will research, identify, and document commercial non-aeronautical development trends in Warren County. This analysis will rely upon publicly available data/information and insights gained from the site visit and kick-off meeting described in Task 1.

B. Development Options

The CONSULTANT will formulate aeronautical and non-aeronautical commercial development options for property identified as available for development by the SPONSOR on AIRPORT property. This will include a

summary of the expenses and revenues generally associated with County-funded versus privately funded development and construction.

Known environmental constraints will be summarized.

C. *Conceptual Development Plan*

The CONSULTANT will design a conceptual development plan graphic that illustrates the conceptual locations of aeronautical and non-aeronautical buildings. The conceptual development plan will be accompanied by estimates of allowable building footprint and square footage under existing regulations.

2. MARKETING STRATEGY, ACTION PLAN & IMPLEMENTATION

A. *Strategy Development & Partnership Coordination*

The CONSULTANT and SPONSOR will schedule a conference call to discuss marketing strategy and find areas of overlap with community agencies engaged in economic development, business attraction, and business retention in Warren County. Participants in the conference call shall be selected by the SPONSOR or Airport Administration, and may include representatives of the local commercial real estate community, Warren County Economic Development Corporation, and Warren-Washington Industrial Development Agency. The purpose of this conference call is to gain insights that can benefit strategy for the AIRPORT, align the strategy with community partners, engage resources and strengthen collaboration on shared pursuits.

B. *Marketing/Promotional Strategy and Action Plan*

The CONSULTANT will develop a strategy and action plan to guide the SPONSOR and Airport Management, and build momentum for development of aeronautical and non-aeronautical land at the AIRPORT.

C. *Marketing/Promotional Collateral and Copy*

The CONSULTANT will develop original marketing copy and one (1) AIRPORT brochure suitable for professional reproduction. The brochure will promote the AIRPORT in general, and aeronautical and non-aeronautical development opportunities at the AIRPORT. The brochure will be a two-sided 8.5x11 “handout” type color brochure that utilizes original marketing copy, the conceptual development plan graphic, and available photography. One side will provide an overview of the Airport and the other side will provide an overview of development opportunities at the AIRPORT. Marketing copy will be suitable for use on the existing AIRPORT website.

PROJECT MANAGEMENT & ADMINISTRATION

Site Visit & Kick-off Meeting

One (1) site visit will be conducted to kick-off the project with SPONSOR representatives as determined by Airport Management. This visit may include a meeting with Warren County Economic Development Corporation and Warren-Washington Industrial Development Agency. The purpose of this meeting will be to gain insights and data/information that will benefit the conduct of Tasks 2 and 3.

PROPOSED SCHEDULE

The CONSULTANT proposes to complete the work detailed in the proposed Scope of Work within six (6) months of receipt of an executed contract.

DELIVERABLES

The CONSULTANT will produce the following deliverables:

1. **Summary Technical Memorandum:** This shall be a summary of the market analysis and the strategic and action plan in portable document format (PDF).
2. **Marketing/Promotional Collateral and Copy:** This shall consist of one (1) promotional brochure in PDF, suitable for professional reproduction. CONSULTANT shall also provide a summary of marketing copy in Microsoft Word format for use on the existing AIRPORT website.
3. **Conceptual Development Plan:** This shall consist of one (1) conceptual site plan in PDF format for use by AIRPORT. Additionally, the CONSULTANT will provide high-resolution digital files of the Conceptual Site Plan for use by AIRPORT.

PROPOSED PROJECT BUDGET & USE OF SOAR GRANT

The AIRPORT and CONSULTANT agree that the use of SOAR grant monies shall be allocated for professional consulting services and implementation by the SPONSOR. The budget allocation for this project is proposed as follows:

<u>TASK</u>	<u>DESCRIPTION</u>	<u>BUDGET ALLOCATION</u>
1	Market Analysis & Development Options	
	Market Analysis	\$9,000
	Development Options	\$6,000
	Conceptual Development Plan	\$5,000

TASK	DESCRIPTION	BUDGET ALLOCATION
	Total – Task 1	\$20,000
3	Marketing Strategy, Action Plan & Implementation	
	Strategy Development & Partnership Coordination	\$4,000
	Marketing/Promotional Strategy & Action Plan	\$6,000
	Marketing/Promotional Collateral & Copy	\$10,000
	Total – Task 2	\$20,000
Total		\$40,000

October 26, 2016

Re: Floyd Bennett Memorial Airport
Access to State SOAR funding

Dear _____:

Warren County owns and operates the Floyd Bennett Memorial Airport, a general aviation facility located in the Town of Queensbury. The airport is an integral part of the local economy and is recognized as an asset that contributes to and supports the community. However, since County resources are shared among many departments that provide valuable functions and services, there is limited funding available to market and promote the airport. In today's competitive economic environment, this prevents the airport from reaching its potential and maintaining its economic benefit to the community and region.

To supplement our efforts to promote the Floyd Bennett Memorial Airport, the County is requesting funding from the Statewide Opportunities for Airport Revitalization (SOAR) program. This program was originally funded as part of the State Operations and Aid to Localities Reappropriations of the NYSDOT 2003-04 budget. To date, funding remains available for qualified airport owners such as Warren County. Participation in the SOARs program will help the County better position the Floyd Bennett Memorial Airport to be self-sustaining, contribute to local job creation, and expand the Airport's brand as a gateway to the region. A scope of work is attached that details the County's approach to accomplishing these goals. To access this funding, a State Legislator must submit to the NYSDOT a request in writing for a portion of the monies available. The amount to be awarded will be determined by the NYSDOT.

The County of Warren respectfully requests that your office submit the attached letter to the NYSDOT to request access to SOAR funding. Your action on this matter will be of tremendous benefit to our community and to Upstate New York by helping Warren County strengthen the airport's contribution to the local economy.

We thank you very much for your time and for your assistance with this important opportunity. If you have any questions, please feel free to call.

Very truly yours,

WARREN COUNTY

Jeffrey E. Tennyson, P.E.
Superintendent of Public Works

Enc.

Cc: Michael L. Churchill, P.E. – McFarland Johnson
Scott R. LeCount – McFarland Johnson

October 26, 2016

Mr. Gerardo Mendoza
NYSDOT
50 Wolf Road POD 54
Albany, NY 12232

Re: Floyd Bennett Memorial
Access to State SOAR funding

Dear Mr. Mendoza:

Please accept this letter as an official request to provide Warren County with the maximum allowable allocation from the Statewide Opportunities for Airport Revitalization (SOAR) fund. Warren County intends to use this funding to supplement ongoing efforts to promote the airport. Participation in the SOARs program will help the County better position Floyd Bennett Memorial Airport to be self-sustaining, contribute to local job creation, and expand the Airport's brand as a gateway to the region. The attached scope of work details the County's approach to accomplishing these goals.

We greatly appreciate your attention to this matter. If you have any questions, please feel free to call our office or Jeffrey E. Tennyson, Superintendent of Public Works at (518) 761-6556.

Very truly yours,

County Facilities – Buildings and Grounds
Department of Public Works
AGENDA
October 31, 2016 – 12pm

Committee Members: Girard, Wood, Strough, Conover, Seeber, Beaty, Montesi, Braymer Simpson, Leggett, MacDonald

- I. **Committee Meeting Call to Order**..... Chairman Girard
- II. **Motion to Approve Minutes of Prior Committee Meeting**..... Chairman Girard
- III. **Action Agenda/New Business**
 - Page
 - 4 Amend resolution 369 of 2016 – Open Door..... Frank Morehouse
Rationale: to change occupancy date from 12/16/16 to 11/15/16
 - 5 Request for New Contract - Asbestos and or Lead Removal and Disposal
Rationale: to establish contractor for removal of Lead and Asbestos materials
..... Jeff Tennyson
 - 6 - 10 Request for New Contract – Kasselmann Electric Co, Inc. Frank Morehouse
Rationale: Electrical work for Phase 1 and Phase 2 Court Addition
 - 11 Request to rescind 362 of 2016 – Elec. Contract with J. McBain, Inc.
..... Frank Morehouse
Rationale: Engineering determined that bid specs were not met
- IV. **Referral/Pending Items**
 - Page
 - 3 None
- V. **Information for Discussion/Review**
 - Page
 - Court Project – Update - Frank Morehouse
 - Bergman review of Siemens contract – Update - Jeff Tennyson
 - Executive Session Jeff Tennyson
To discuss the financial performance of a particular company

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

VII. Motion to Adjourn

Attachments - None

DRAFT

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: Buildings and Grounds

DATE: 10/31/2016

- (a) Purpose of Request: **Change resolution date**
- (b) Details: **Change Open Door occupation from 12/16/16 to 11/15/16**
- (c) Previous Resolution Number: **369 of 2016**
- (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. 3

Request for New Contract

DEPARTMENT NAME: DPW

DATE: 10/31/16

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 80-16
- (b) Purpose of Contract: Asbestos and/or Lead Removal & Disposal
- (c) Name of Contractor: TBD (Bids will be received on the 10th of November)
- (d) Address of Contractor: TBD
- (e) Contractor's Contact Person and Telephone Number: TBD
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: December 31, 2017 with 2 possible 1yr extensions
- (i) Payment Provisions:
 - i) lump sum amount
 - 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. By project LOA
- (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: Various projects

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Facilities

DATE: 10/31/16

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: Electrical contractor for the Warren County Phase I Court Addition and Phase II Court Renovation
- (c) Name of Contractor: Kasselmann Electric Co. Inc.
- (d) Address of Contractor: 29 Broad Street, Albany, NY 12202
- (e) Contractor's Contact Person and Telephone Number: TJ Henchey, 518 465-4795
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions:
 - i) lump sum amount \$1,395,189
 - 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.
- (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: H350.9550 280 Court Space Expansion

BID NO: WC 17-16 ITEM(S): WARREN COUNTY PHASE I COURT ADDITION & PHASE II COURT RENOVATION	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
DATE: JULY 26, 2015 TIME: 2:00 PM.	E.W. Tompkins Company Attn: Kevin Miller 124-126 Sheridan Avenue Albany, NY 12210 Ph: 518-462-6577 Fax: 518-462-6570	R.F. Gordon Mechanical Attn: Timothy Dillon 1 Commerce Park Drive Wilton, NY 12831 Ph: 518-747-8426 Fax: 518-747-8432	Tri-Valley Plumbing & Heating, Inc. Attn: Dave Proulx 2822 Curry Road Schenectady, NY 12303 Ph: 518-355-7251 Fax: 518-355-8039	Stilsing Electric, Inc. Attn: Kathleen Stilsing 500 South Street Rensselaer, NY 12144 Ph: 518-463-4451 Fax: 518-463-7023	Gross Electric, Inc. Attn: Joseph Gross 27 Silver Circle Queensbury, NY 12804 Ph: 518-792-0216 Fax: 518-743-1865
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
GENERAL CONSTRUCTION BASE BID:					
Unit price No. GC-1: Unsatisfactory Soil Replacement (per cubic yard).					
Alternate No. GC-1; Delete Furnishing of Lockers:					
MECHANICAL CONSTRUCTION BASE BID:	\$1,371,000.00	\$1,349,320.00			
PLUMBING CONSTRUCTION BASE BID:	\$662,000.00		\$733,900.00		
ELECTRICAL CONSTRUCTION BASE BID:				\$1,975,484.00	\$1,589,997.00
BID AWARDED TO:					
	TERM: Commencing upon execution of Agreement and terminating upon completion of services				
JULIE A. BUTLER, PURCHASING AGENT					

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BID NO: WC 17-16 ITEM(S): WARREN COUNTY PHASE I COURT ADDITION & PHASE II COURT RENOVATION DATE: JULY 26, 2015 TIME: 2:00 PM.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	Collett Mechanical, Inc. Attn: Jack Collett 138 Sicker Road Latham, NY 12110 Ph: 518-862-2214 Fax: 518-862-2217	Family Danz Mechanical Attn: Timothy Danz 404 North Pearl Street Albany, NY 12207 Ph: 518-427-8685 Fax: 518-689-1366	DiGesare Mechanical, Inc. Attn: David DiGesare 3434 Carman Road Schenctady, NY 12303 Ph: 518-356-2224 Fax: 518-356-5529	John W. Danforth Company Attn: Thomas Shannon 107 Hermes Road Suite 145 Malta, NY 12020 Ph: 518-400-1600 Fax: 518-400-1378	T. McElligott, Inc. Attn: Tom McElligott 589 River Street Troy, NY 12180 Ph: 518-274-9225 Fax: 518-274-8679
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
GENERAL CONSTRUCTION BASE BID:					
Unit price No. GC-1: Unsatisfactory Soil Replacement (per cubic yard).					
Alternate No. GC-1; Delete Furnishing of Lockers:					
MECHANICAL CONSTRUCTION BASE BID:	\$1,255,000.00	\$1,227,650.00	\$1,231,000.00	\$1,238,000.00	\$1,289,000.00
PLUMBING CONSTRUCTION BASE BID:	\$599,000.00		\$735,500.00		
ELECTRICAL CONSTRUCTION BASE BID:					
BID AWARDED TO:					
	TERM: Commencing upon execution of Agreement and terminating upon completion of services				
JULIE A. BUTLER, PURCHASING AGENT					

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BID NO: WC 17-16 ITEM(S): WARREN COUNTY PHASE I COURT ADDITION & PHASE II COURT RENOVATION DATE: JULY 26, 2015 TIME: 2:00 PM.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	Jersen Construction Group Attn: Galen Perea 6 Industry Drive Waterford, NY 12188 Ph: 518-233-0600 Fax: 518-233-1215	Riverview Construction Assoc. Inc. Attn: Robert Romano 718 Riverview Road Rexford, NY 12148 Ph: 518-322-7899 Fax: 518-356-1850	Bunkoff General Contractors, Inc. Attn: Adam Bunkoff 790 Watervliet-Shaker Road Latham, NY 12110 Ph: 518-786-8666 Fax: 518-786-0896	Murnane Building Contractors, Inc. Attn: Patrick Murnane 104 Sharron Avenue Plattsburg, NY 12901 Ph: 518-561-4010 Fax: 518-561-5926	Rozell East, Inc. Attn: Joseph Thomas 45 Casey Road Queensbury, NY 12804 Ph: 518-793-2634 Fax: 518-793-2865
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
GENERAL CONSTRUCTION BASE BID:	\$8,498,000.00	\$8,539,800.00	\$8,196,000.00	\$8,904,800.00	
Unit price No. GC-1: Unsatisfactory Soil Replacement (per cubic yard).	\$40.00	\$50.00	\$50.00	\$40.00	
Alternate No. GC-1; Delete Furnishing of Lockers:	\$5,000.00	\$6,000.00	\$5,000.00	\$5,700.00	
MECHANICAL CONSTRUCTION BASE BID:					\$1,450,000.00
PLUMBING CONSTRUCTION BASE BID:					\$846,000.00
ELECTRICAL CONSTRUCTION BASE BID:					
BID AWARDED TO:					
TERM: Commencing upon execution of Agreement and terminating upon completion of services					
JULIE A. BUTLER, PURCHASING AGENT					

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BID NO: WC 17-16 ITEM(S): WARREN COUNTY PHASE I COURT ADDITION & PHASE II COURT RENOVATION DATE: JULY 26, 2015 TIME: 2:00 PM.	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
	J. McBain, Inc. Attn: Jackie McBain 2742 6 th Ave Troy, NY 12180 Ph: 518-272-9376 Fax: 518-272-3788	DLC Electric, L.L.C. Attn: Ralph Cioffi 479 State Route 40 Troy, NY 12182 Ph: 518-326-8130 Fax: 518-326-8132	Harold R. Clune, Inc. Attn: Brian Clune 30 Prospect Street Ballston Spa, NY 12020 Ph: 518-885-6199 Fax: 518-885-3640	O'Connell Electric Company Attn: Mark Keeler 2360 Maxon Road Ext. Schenectady, NY 12308 Ph: 518-612-8224 Fax: 518-346-0728	Kasselman Electric Co. Inc. Attn: TJ Henchey 29 Broad Street Albany, NY 12202 Ph: 518-465-4795 Fax: 518-465-4161
DESCRIPTION OF ITEM	BID PRICE	BID PRICE	BID PRICE	BID PRICE	BID PRICE
GENERAL CONSTRUCTION BASE BID:					
Unit price No. GC-1: Unsatisfactory Soil Replacement (per cubic yard).					
Alternate No. GC-1; Delete Furnishing of Lockers:					
MECHANICAL CONSTRUCTION BASE BID:					
PLUMBING CONSTRUCTION BASE BID:					
ELECTRICAL CONSTRUCTION BASE BID:	\$1,323,940.00	\$1,570,000.00	\$1,664,000.00	\$1,719,000.00	\$1,395,189.00
BID AWARDED TO:					
TERM: Commencing upon execution of Agreement and terminating upon completion of services					
JULIE A. BUTLER, PURCHASING AGENT					

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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: Buildings and Grounds

DATE: 10/31/2016

- (a) Purpose of Request: **Rescind electrical contract reso with J.McBain, Inc.**
- (b) Details: **Engineering review determined that bid specs were not met**
- (c) Previous Resolution Number: **362 of 2016**
- (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