

Facilities and Infrastructure Committee
June 18, 2009
3:30 p.m.
Scott Heyman Conference Room

Approved 7-16-09

- Present: D. Kiefer, arrived 3:40 p.m. M. Sigler D. Randall, M. Koplinka-Loehr (Temporary Member)
Excused: L. McBean-Clairborne, Chair, K. Luz Herrera
Staff: E. Marx, Commissioner of Planning and Public Works; C. Nelson, Public Works Administrator;
B. Eckstrom, T. Richardson, Solid Waste Division; A. Lemaro, Facilities; N. Jayne, K. Stout,
County Administration; R. Nicholas, Airport; J. Wood, County Attorney; D. Ellis, Weights and
Measures; G. Potter, Information Technology Services; W. Sczesny, Highway Division; K.
Fuller, Deputy Clerk
Guest: Charles McDermott, Courtney Armbruster, C&S Engineers; Gerald Aloï, Trish Hatfield; Stacey
Shackelford, *The Ithaca Journal*

Call to Order

Mrs. McBean-Clairborne, Chair, called the meeting to order at 3:31 p.m.

Agenda Additions and Deletions

There were no additions to or deletions from the agenda at this time. [Later in the meeting, permission was provided to add a budget adjustment for the Airport.]

Persons Wishing to Address the Committee

No one wished to address the Committee.

Chair's Report

Mrs. McBean-Clairborne noted that due to time commitments, the meeting needed to run on time.

Recycling and Solid Waste Center

Ms. Eckstrom noted previously addressing the upcoming Draft Request for Proposals through a special law. She reviewed information with regard to the importance of the new request for proposals. She reviewed the criteria, which included a 75% reduction of the total waste stream by 2015, looking for non-conventional material such as construction materials, electronics, etc. It was noted that bulky waste is items such as refrigerators and large appliances. In 2007 the reduction of the waste stream was approximately 56 to 57 percent.

Ms. Eckstrom said the County Solid Waste is to be featured in a book by Ann Scheinberg entitled "World Waste", as one of the 21 entities around the world and one of three in the United States to be featured.

At this time Mr. Wood reviewed the summary of draft request for proposals under GML Section 120w, clarifying the specific items desired. The draft RFP is put out for a thirty day comment period.

Following the review Ms. Herrera noted she had not realized that the employees operating the drop off center and tipping floor were Waste Management employees. Ms. Eckstrom noted it is an A+ public-private partnership; if only the County were to operate the center it would not achieve the marketing capability for recyclables that a private company could. Ms. Herrera inquired how the County diversity statement and policies are included and whether it is a living wage. Ms. Eckstrom said it is very important and would be a part of the request for proposals. Mr. Wood said although there is prevailing wages required for construction or major

repairs, it is not required for operations. Ms. Eckstrom said she would be able to provide information regarding wages.

Ms. Eckstrom said the comment period will start the middle of July and will end September 21, 2009.

Ms. Herrera said it is exciting and is consistent with the County values and is glad it is moving forward.

Report from the Commissioner of Planning and Public Works

Mr. Marx said during the process of preparing the 2010 budget he would like to discuss the various approaches he is reviewing at the July meeting, including the possibility of alternative approaches to meet the goal prior to submission to the County Administrator. He said where it appears to be a good choice he may bring forth an alternative to be considered. He is also working with managers to stress the need for long-term alternatives, particularly in the Highway and Facilities areas that utilize a great deal of property tax revenue. Mr. Marx stressed the need to develop long-term solutions, noting that neither he nor the County Administrator feel it is a short-term situation.

Ms. Herrera spoke of the possibility of reducing capital funding for highway. Mr. Marx said, as an example, it may be more a decision of what level of work to be done; if a County road has 5,000 cars and needs repair, and another road only has 500, the decision may be to take care of the one that serves more people. The other road would have to be maintained to a certain level for purposes of snow plowing, but may not get the attention it would have without the economic downturn. Mr. Marx said if this type of proposal is not what the Legislature is interested in it would be useful to know prior to the budget work to show alternatives.

Ms. Kiefer recalled having asked Johnson Controls preparing a report that would indicate consumption levels of natural gas and electric and asked if it had been prepared. Mr. LeMaro said at this time it has not yet occurred. Ms. Kiefer noted it is important to know this information.

In response to Ms. Kiefer's question, Mr. Marx said once a priority is determined he could bring forward various alternatives for consideration.

Capital Plan

Mr. Marx said this is the year for updating of the capital plan. He noted there have been different things occurring that could result in the Legislature shifting priorities for various projects; now is the time to determine what direction to take. The original capital plan priorities were the Public Safety with the construction of the jail, then the Center of Government, and some other projects. Mr. Marx needs to confirm what is a priority as there are other things he is hearing that indicate a need for the confirmation. In addition, the County is starting to have to rent facilities, one to hold the Board of Election voting machines, and the need to rent for the County Office for the Aging, an open question regarding record storage, and informally he has heard the Community Justice Center is appearing to be inadequate. In addition, the community has a sense that the Old Library should have something done. Although there are funds for upgrades, there is a reluctance to spend funds on upkeep if it is not anticipated to use it on a long-term basis.

Capital Payment Summary Report

Mr. Randall inquired on the status of the electrical contract work at 55 Brown Road, noting he had heard there were problems requiring change orders. Mr. LeMaro said there have been some change orders due to the New York State Department of Health Requirements to the plans. Although the County attempted to resist the changes they were required. The changes are the outlets and data plugs not included on the original plan to prepare for future growth. He said the contractor is doing a good job and the change orders were at a fair price and the project is on budget, well beneath the contingency. At this time there is a slight delay due to the plumbing contractor falling behind schedule due to quality issues, which held up the other contractors.

Ms. Herrera spoke of the Legislature having expressed a desire to delay any expansion with the building and bring that to the Legislature. She is concerned that perhaps the additions were exceeding authority provided by the Legislature as they allow for additional capacity. Mr. LeMaro said the additions are mainly power that would allow various areas to be serviced. Ms. Herrera said if they are beyond the design specifications the Legislature should have been notified. She would like to know where the additions are in relation to the original design. Mr. LeMaro said the original design was not consistent with the design standards for the use of the room, one room was correct, and another with the same usage had only one outlet and no data. As a result the changes were made to correct this oversight. He noted the majority of changes were minor. Ms. Herrera asked what the cost is for the changes in the electrical; Mr. LeMaro said it is approximately \$25,000. Ms. Kiefer said the Health Department Building Committee has not met in some time, so is not aware of these details. Mr. LeMaro said the committee would be meeting after the site work bids are received.

Other items noted on the capital payment summary are noted below:

- The snow plowing for 55 Brown Road is a final payment; the County will take over this responsibility this winter. *Ms. Kiefer would like to have the dates of service noted.*
- Warren Road – the final payment for easements was less than budgeted. It was noted they simply did not come in as high as anticipated.

Administrative Policies – 06-08 and 06-09

Ms. Nelson noted the policies are being brought forward as part of a review of the administrative manual. The first policy, 06-08 deals with procedures for capital projects, use of the project approval request (PAR), and subsequent monitoring; policy 06-09 deals with facilities management.

Following a discussion it would be helpful to see the original policies to compare against the proposed amended policies. Additionally, the Committee was informed the policies have undergone extensive review by all parties who would be responsible to carry out the procedures. The Committee was asked to address questions to Ms. Jayne and Ms. Nelson, after which the policies would come back with the procedural changes highlighted. Ms. Jayne offered the assistance of Ms. Stout in Administration to make the requested changes.

Ms. Kiefer noted that some policies are strictly administrative policies and some are legislative policies. She suggested the form be amended to indicate which type of policy is being summarized.

Airport

RESOLUTION NO. – AUTHORIZING A CONSULTANT AGREEMENT WITH C&S ENGINEERS, INC., TO CONDUCT A TWENTY-YEAR “GREEN” MASTER PLAN – ITHACA TOMPKINS REGIONAL AIRPORT

Mr. Nicholas emphasized this is the first Green Master Plan for an airport in the country. This required Federal Aviation Administration (FAA) approval for the sustainable aspects of the plan; it was met with excitement. Although the development of the Green Master Plan is more expensive due to the review of sustainable design, the FAA has agreed to cover the cost in the same manner as previous agreements. After an article appeared in *The Ithaca Journal* on June 13th Mr. Nicholas received a telephone call from the Director of Planning in Seattle, Washington, inquiring about the plan and FAA’s permission to proceed. Mr. Nicholas also has an interview with Aviation Week and Space Technology, one of the most prestigious aviation journals in the United States; consultants asking to be able to do the Green Master Plan, etc. He believes the interest will continue to grow. Mr. Nicholas introduced Courtney Armbruster of C&S Engineers, a Cornell alumnus who will be working on the Green Master Plan.

Ms. Herrera asked for examples of what may be included in the Green Master Plan. Mr. Nicholas said it is only limited by what can be thought of. He explained the 20-year Master Plan would require flexibility since there would be changes in available technology over the course of the plan. As an example he spoke of the possibility of using FAA funding for solar panels on the roof. Since this is new it is not yet known what the FAA will approve.

Ms. Kiefer spoke of having reviewed the scope of services, noting there is the need to have greenhouse gas emissions noted in the document. She then spoke of petroleum-based products such as herbicides, hoping that consideration down to that level of detail would be included. She also asked who would be setting the goals and targets as well as determine if they were met. Mr. McDermott spoke of setting up a half-day session to include many individuals input regarding the plan. If agreed upon, the group would come up with the goals. Mr. Marx said the eighty percent reduction by 2050 and two percent per year reduction should be the minimum goal of the project.

Mr. Nicholas stressed there are many different entities that would need to participate in the plan, including the separate airline companies; they are just starting to look into this area and it is hoped that use of the Green Master Plan could be used to have them take part in the plan.

In response to Ms. Kiefer, it was noted there have not yet been any individuals chosen to serve on the technical advisory committee. Ms. Kiefer thought the community might want to make suggestions on participants. Mr. McDermott said there is an outreach plan, either through open house or working session; it is anticipated to have community involvement in the process of developing the plan. With regard to the DEA 44/20 sustainable site, it dealt with work completed by a Cornell University professor and his students regarding types of vegetation that would be more sustainable for use at the airport.

A voice vote on the resolution resulted as follows: Ayes – 4; Noes – 0; Excused – 1 (Legislator Sigler).
RESOLUTION ADOPTED.

WHEREAS, an Airport Master Plan was last conducted in 1996 and the plans that were outlined in said master plan are substantially complete, and

WHEREAS, good business practices dictate that it is prudent to plan ahead to anticipate future needs, and to investigate the environmental and financial impacts of any planned projects, and

WHEREAS, the Federal Aviation Administration (FAA) requires advanced notice of any and all projects that an airport may request funding assistance with, and

WHEREAS, in addition to the usual components of a traditional Airport Master Plan, it is deemed desirable to incorporate sustainable elements into all future airport projects, whenever possible, with the goal of greatly reducing or totally eliminating the airport’s carbon footprint, and

WHEREAS, the FAA has reviewed the Scope of Services for the “Green” Master Plan, is fully supportive of its goals and direction, and has agreed to fund the project with a Federal Airport Improvement Program (AIP) grant, and

WHEREAS, the budget for said “Green” Master Plan is:

Federal Aviation Administration Share (95.0%)	\$279,108
New York State Department of Transportation Share (2.5%)	\$ 7,345
Local Share (Airline Fees) (2.5%)	\$ 7,345
Total	\$293,798

, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee, That the agreement with C&S Engineers, Inc., of Syracuse, New York, for \$293,798 be and hereby is approved, subject to Federal Aviation Administration and New York State Department of Transportation funding being received, and subject to an Independent Fee Estimate (IFE) confirming the fee is fair,

RESOLVED, further, That the local share of \$7,345 will come from the airport's operational budget,

RESOLVED, further, That the County Administrator is authorized to execute the required documents and the Finance Director is authorized to advance payment for these services until reimbursement is received from the Federal Aviation Administration and New York State Department of Transportation.

SEQR ACTION: TYPE II - 21

* * * * *

**RESOLUTION NO. – AUTHORIZING A FIVE-YEAR EXTENSION TO THE AIR SERVICE BOARD
– ITHACA TOMPKINS REGIONAL AIRPORT**

It was MOVED by Ms. Kiefer, seconded by Ms. Herrera, to recommend adoption of the following resolution to the full Legislature. Ms. Kiefer noted the resolution should have a reference to the previous extension approved by resolution. A discussion occurred regarding the membership of the Air Service Board. Ms. Herrera agreed with Mrs. McBean-Clairborne’s belief that the entire board had expired and new applications for membership would be required. Ms. Kiefer expressed her belief that the resolution could be made retroactive to enable the board and members to continue. Ms. Herrera said she wanted to make it clear within the resolution what the board membership expiration is as well. Ms. Kiefer felt the board membership, with the exception of the Legislature member, would be allowed to remain the as it would have. Mr. Randall spoke of Mr. Shinagawa not having been a member of the Committee; it was noted by resolution it was allowed to be a Legislator outside of the Committee, upon approval of the Facilities and Infrastructure Committee. Mr. Randall said he would prefer to have a member of the Facilities and Infrastructure Committee be the Legislature representative. Ms. Herrera agreed with Mr. Randall that the Legislator representative be a member of this Committee. Mrs. McBean-Clairborne expressed a desire to serve on the Air Service Board.

Ms. Kiefer expressed a desire to allow the membership to continue as though it had not expired. Ms. Herrera did not agree. Mr. Nicholas said if there was a temporary extension it could continue with the staggered terms as previously, noting if it were extended retroactively to January 31, 2009, it would continue.

Ms. Herrera spoke of her desire to have a new beginning for the board in its entirety. Mr. Nicholas suggested appointment of all members, allowing them to determine the staggered terms at the next Air Service Board meeting. Ms. Herrera spoke of problems with oversight, such as the problems with the need to purchase the hanger. She would like a new start of the board, with new membership, new understanding for clarity, process, and to make clear it is a new beginning. Mr. Marx noted all members wanted to continue on the board provided an application. Ms. Kiefer stated that if it was to be a new beginning there should have been advertising for potential positions. Mr. Marx strongly recommended that for continuity purposes the membership should be allowed to continue. Ms. Kiefer said if it were desirable to continue the board it would be best to supercede the previous resolution.

Ms. Herrera noted Section 3b of the bylaws speaking of membership that states “experience and/or qualifications are deemed to be able to contribute.” She would like to know who “deems” what the qualifications are. She said often the subject-matter experts often end up being on the board.

Ms. Herrera was excused at this time (5:10 p.m.).

Ms. Kiefer inquired what the overall changes were to the bylaws. Mr. Nicholas said there are some new areas; the majority of the changes were to take away from the ASB any control over what the airport does, becoming more of an advisory board.

At this time, Mrs. McBean-Clairborne asked to consider another extension of the Air Service Board to answer questions regarding the bylaws. Mr. Marx suggested language that was accepted as friendly by the Committee members present.

Ms. Kiefer noted the Air Service Board is very different than other advisory boards and it is important that individuals will comply with the County Code of Ethics. She also noted Ms. Herrera’s comments regarding Section 3b, and suggested language saying “background experience and qualifications appropriate to contribute to the goals”, and remove “deemed”.

A voice vote on the resolution resulted as follows: Ayes – 3; Noes – 0; Excused – 2 (Legislators Herrera and Sigler).

WHEREAS, the Air Service Task Force (ASTF) was established in 1998 by the Tompkins County Chamber of Commerce and Tompkins County Area Development as a result of community concern over diminishing air service at the Ithaca Tompkins Regional Airport, and

WHEREAS, due to the continuing concern over the volatility of the airline industry and the financial plight of the airport's principal tenant, US Airways, the County Legislature, by Resolution No. 80 dated April 20, 2004, did establish a Charge for the ASTF that was designed to review the operational and financial condition of the airport and improve air service, and

WHEREAS, in January 2005, the Chair of the County Legislature established a seven-person Air Service Committee (ASC) to focus more keenly on completing the ASTF's Charge and assist airport management with stabilizing the airport's future, and

WHEREAS, after a number of notable successes, it was deemed desirable that a more permanent group be established to work closely with airport management in the ever-changing aviation climate, and

WHEREAS, through Resolution No. 281 on December 20, 2005, the County Legislature established an Air Service Board for a three-year period, ending on December 31, 2008, and

WHEREAS, the Air Service Board has been very successful in helping airport administration with business and air service development, marketing, public relations, airline negotiations, and community relations, and

WHEREAS, through Resolution No. 57 of 2009, the Air Service Board with its 2008 membership was continued through May 31, 2009, to allow for a complete review of the Board, membership, bylaws, and charge, and

WHEREAS, it is deemed desirable for airport management to have the benefit of this diverse group of business and community leaders to assist with sustaining and developing air service and related services, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee, That the term of the Air Service Board be and hereby is extended for five-years until December 31, 2013,

RESOLVED, further, That the current members’ terms are extended until such time as revised bylaws are reviewed and approved by the Legislature, at which time new or continued appointments would be made if necessary.

SEQR ACTION: TYPE II-20

* * * * *

Appointment to the Air Service Board

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, and unanimously adopted by voice vote by members present, to recommend appointment of Leslyn McBean-Clairborne to the Air Service Board, as member of the appropriate committee of the Legislature, for a term to expire December 31, 2009. APPOINTMENT APPROVED.

Budget Adjustment

It was MOVED by Mr. Randall, seconded by Ms. Kiefer, and unanimously adopted by voice vote by members present, to recommend approval of the following budget adjustment to the full Legislature. BUDGET ADJUSTMENT APPROVED.

Revenue Acct	Title	Amt	Approp Acct	Title(s)
5610.41774	Commissions	\$25,000	5610.54333	Education and Promotion

Explanation: Needed to help cement the improving passenger numbers in an effort to retain air service. Projected revenues are running at about \$110,000 over budget estimates.

SEQR ACTION: TYPE II-20

Increase in Federal Aviation Administration Grant To Purchase Twenty-Four Foot Snowplow with Underbody Scraper and Spreader

The Committee reviewed information received by the Federal Aviation Administration (FAA) that amended the previous grant as a result of an additional \$8,006 grant, increasing the FAA share to a total of \$426,048, and reducing the Local Share to \$11,212.

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, and unanimously adopted by voice vote by members present, to approve receipt of the grant. GRANT ACCEPTED.

RESOLUTION NO. – AWARD OF BID – RELOCATE RUNWAY 32 LOCALIZER ARRAY PROJECT – ITHACA TOMPKINS REGIONAL AIRPORT

Mr. Nicholas noted the bids received varied from \$106,525 up to \$245,000. He noted that B&H Taxilane Lighting, Inc.’s bid was close to what had been anticipated.

It was MOVED by Mr. Randall, seconded by Mrs. McBean-Clairborne, to recommend adoption of the following resolution to the full Legislature. It was noted the estimate for the work was \$100,000. A voice vote on the resolution resulted as follows: Ayes – 3; Noes – 0; Excused – 2 (Legislators Herrera and Sigler). RESOLUTION ADOPTED.

WHEREAS, the Finance Department advertised and received three bids to relocate the runway 32 localizer array, a project that is necessary to meet Federal Aviation Administration safety standards, and

WHEREAS, the airport's engineering consultants, C&S Engineers of Syracuse, New York, have reviewed all the bids and found the lowest responsible bidder is B&H Taxilane Lighting, Inc., of Conklin, New York, with a bid of \$106,525.00, now therefore be it

RESOLVED, on recommendation of the Facilities and Infrastructure Committee, That the bid be awarded to B&H Taxilane Lighting, Inc., of Conklin, New York,

RESOLVED, further, That the funding sources for this project are as follows:

Federal Aviation Administration Share (95.0%)	\$101,198.00
New York State Department of Transportation Share (2.5%)	\$ 2,663.00
Local Share (Airline Rates & Charges) (2.5%)	\$ 2,664.00
TOTAL	\$106,525.00

RESOLVED, further, That the County Administrator be and hereby is authorized to execute a contract with B&H Taxilane Lighting of Conklin, New York,

RESOLVED, further, That the Finance Director be authorized to borrow monies if necessary, until reimbursement is received from the Federal Aviation Administration and New York State Department of Transportation.

SEQR ACTION: TYPE II-2

Second Landing Café – Transfer of Ownership

Mr. Nicholas said the Airport is in year three of a five-year contract with the Second Landing Café for food service at the airport. The current owner has requested a transfer of the contract to the

manager, Barbara Sweeney, who will now be responsible for the continuation of the contract. He has reviewed what the appropriate procedure should be and was informed by Jackie Kippola, Contract Manager, that it would be a matter of terminating one contract and preparing the other in Ms. Sweeney's name. He would like to do so, noting that Ms. Sweeney has been the individual operating the café at the present time and has been successful in the operations to the point of eliminating the \$26,000/year deficit. He noted the agreement does not allow the airport to lose revenue, any loss is experienced by the management of the café. The Committee was informed that as soon as the proper insurance documentation is received, the transfer of ownership would occur.

Weights and Measures

Rollover Request

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, to recommend approval of the Weights and Measures Rollover Request as presented by the Department in the amount of \$1,700 for use in 2009, with \$1,645 to be returned to the General Fund. Mr. Ellis noted at the time he completed the rollover forms and indicated he would be able to give back the \$1,645, he was not aware of the fringe expense being added into departmental budgets. A brief discussion occurred between Ms. Kiefer and Ms. Jayne regarding the return of funds. Ms. Kiefer acknowledged that it is not a preferred practice to use one-time monies for ongoing expenses, however, in this case indicated a desire not to put the money into the General Fund. Mr. Ellis said he does not wish use the funds and would prefer they go into the General Fund.

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, to approve the \$1,700 for computer use, not the return of monies to General Fund. A voice vote on the amended rollover request resulted as follows: Ayes – 3; Noes – 0; Excused – 2 (Legislators Herrera and Sigler).

Public Works Administration

Rollover Request

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, and unanimously adopted by voice vote by members present, to recommend approval of the return of \$873 to the General Fund.

Facilities Division

Rollover Request

It was MOVED by Ms. Kiefer, seconded by Mr. Randall, and unanimously adopted by voice vote by members present, to recommend approval of \$145,000 for use in 2009 for Main Courthouse Stair Repair Project.

Approval of Minutes of May 21, 2009

It was MOVED by Mr. Randall, seconded by Ms. Kiefer, to approve the minutes of May 21, 2009, as amended. MINUTES APPROVED.

Setting of Meeting to Review Project Approval Request (PAR) Forms

Following a brief discussion, it was noted that Ms. Nelson would poll members to determine an appropriate date for a meeting to review the PAR forms.

Facilities and Infrastructure Committee
June 18, 2009

Adjournment

On motion the meeting adjourned at 5:46 p.m.

Respectfully submitted by Karen Fuller, Deputy Clerk