

Buildings and Grounds Committee Minutes  
October 4, 2011 – 3:00 p.m.

Present: Chairman Rowland; Supervisors Hargrave, Jenkins, Raymond, Wright and Wood; Ryan Moore, Mgmt. Analyst; Spencer Hellwig, Administrator; Tom Speziale, Joseph Ritchey, Public Works; Steve Dorsey, County Attorney; George Hanke, Tim Hanke, John Mahoney, Mike McCarron, Saratoga Soaring; Mike Churchill, McFarland Johnson; Dave Tony, North American Flight Services.

Chairman Rowland called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Hargrave, seconded by Mr. Wright the minutes of the September 12, 2011 meeting were approved unanimously.**

Mr. Churchill from McFarland Johnson distributed the Saratoga County Airport – Rules and Regulations Project Update to all committee members for their review and gave a brief overview as follows:

**Work Accomplished to Date:**

- A kickoff meeting was held on July 5, 2011 with DPW and the Chairman of the Building and Grounds committee to talk about the scope and schedule.
- The first Technical Advisory Committee meeting was held on August 18, 2011, soliciting information from various users of the airport including DEC, and Fish and Wildlife to obtain information from them as to what was important to them
- The first rough draft of the Rules and Regulations was received in early September and was sent to DWP staff, the Chairman of the Buildings and Grounds Committee and County Attorney for their review and comment.
- There have been two review meetings held with DPW staff, the Chairman of the Buildings and Grounds committee and the County Attorney going through word for word of the entire document resulting in good feedback.
- It is anticipated that the revised draft of the Rules and Regulations will be completed by October 6, 2011.

**Contents of Draft Rules and Regulations**

- Section one is definitions regarding the airport
- Section two is about rules and regulations that apply to all users of the airport or anyone who comes on the airport proper
- Addresses environmental constraints, insurance requirements, special events, personal conduct, fire and safety and vehicle operations
- Section Three is specific to unique activities including glider operations, staging access routes, coordination with the fixed base operator

- Section Four has to do with special events, something that is outside the normal operations of the airport. This would discuss the rules and regulations for the people setting up and organizing the activities.

### **Significant Items addressed in the Draft Rules and Regulations**

- Coordination of events – All events or activities would require notification to the Fixed Base Operator.
- Access Control - Participants in events or activities are to park in designated areas, and utilize authorized vehicles equipped with amber flashing lights and aeronautical radio to gain access with the AOA beyond the parking areas.
- Coordination between Glider Clubs – Should more than one glider club be operating at the same time, they are required to operate on the same runway.
- Radio Communication – All events or activities shall have a designated event coordinator who will coordinate with the Fixed Based Operator and have constant radio communication via UNICOM.
- Glider Patterns – A right hand traffic pattern will be established to segregate glider and powered aircraft operations to the extent possible.

### **Next Steps**

- Provide Draft Rules and Regulations to the FAA for review and comment.
- After FAA review is completed, a copy will be provided to the Technical Advisory Committee for review and comment.
- After the Technical Advisory Committee input and all the technical information is received the rules and regulations will be finalized and presented to the Buildings and Grounds Committee for their approval
- Final adoption of the Rules and Regulations by the Board of Supervisors

Mr. Jenkins asked that the committee receive a copy of the draft rules and regulations at the same time they are forwarded on to the FAA.

Ms. Raymond said she agreed with the concept of coordination of events. She asked if special events at the airport require any kind of a county permit? Mr. Rowland said in the draft rules and regulations there are a couple of coordinating clauses that will require prior county approval, and insurance certificates naming the county as additional insured. Ms. Raymond said someone from the county ought to know what events are being planned at the airport.

Mr. Mahoney asked if the TAC committee would have an opportunity to review the document and comment when it is presented to the Board of Supervisors for approval? Mr. Rowland said, yes.

Mr. Mahoney asked if the comment on right hand traffic is recommended for all runways. Mr. Churchill said, yes. Mr. Mahoney said that is something that they would like to address before the final rules and regulations are approved.

Mr. Mahoney said he took the opportunity to get in touch with the NYS representative from Fish and Wildlife requesting a meeting to talk specifically about where the ENCON lines are. It is vitally important to all users of the airport in addition to the county to have a very clear understanding of where ENCON's responsibility rests and where Saratoga Soaring's liability exists.

Ms. Raymond said when the issue deals with county property and the Department of Environmental Conservation, and endangered species, it should be made very clear that Saratoga Soaring does not speak for the county and is not authorized to make any agreements or understandings. This is something that is strictly between the county and federal or state agencies.

A motion was made by Mr. Hargrave, seconded by Ms. Raymond to authorize a contract with McFarland Johnson for the design of the following airport projects; reconstruction of the airport based aircraft apron, replacement of taxiway lights and approach indicator lights for a total amount not to exceed \$203,993. Unanimous.

Mr. Rowland said the State and County share is \$5,099.83 and the funds are available in the 2011 budget.

Mr. Hargrave requested an update on the repair of the sewer lines at Maplewood Manor.

Mr. Ritchey said the devastation that they thought they saw was actually an inside line of grease in what originally appeared to be a completely eroded pipe, so there should be a substantial savings in that project.

**On a motion made by Ms. Raymond, seconded by Mr. Hargrave the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom