

County of  Saratoga  
**Board of Supervisors**

Matthew Veitch - C
John Lant
Dick Lucia
Darren O'Connor
Tom Richardson
Kevin Tollisen - VC
Sandra Winney

THEODORE T. KUSNIERZ, JR.  
Chair of the Board

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THERESE CONNOLLY  
Clerk

Matthew Veitch, Chair  
Buildings and Grounds Committee

**BUILDINGS AND GROUNDS COMMITTEE**

**AGENDA**

November 1, 2021  
4:00 PM

1. Welcome and Attendance.
2. Approve minutes of October 4, 2021
3. New NAFS Hangar at the Airport (Chad Cooke, Public Works).
4. Security Camera and Door Access Standardization Resolution (Chad Cooke, Public Works).
5. Any other business.
6. Adjournment.

**The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code: Dial: 1-978-990-5145 Access Code: 1840389**



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Chad M. Cooke, P.E.

**DATE:** 10/25/21

**RE:** North American Hangar and Lease Amendment

**COMMITTEE:** Buildings and Grounds

1. Is a Resolution Required:  **YES** or  **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:  **YES** or  **NO**  
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule:  **YES** or  **NO**  
(If yes, provide details)

4. Specific details on what the resolution will authorize:

North American Flight Services requests authorization to construct a 22,500 SF hangar and amended 40-year leases for both the East and West leases.

5. Does this item require hiring a Vendors/Contractors:  **YES** or  **NO**

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement:  **YES** or  **NO**
- j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
  - b. Are the terms changing:
  - c. What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- a. Source of grant funding:
  - b. Amount of grant:
  - c. Purpose grant will be used for:
  - d. Equipment and/or services being purchased with the grant:
  - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- See attached documentation detailing hanger location, schedule and budget as well as requested lease terms for both East and West leases.



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### **Project Description:**

North American Flight Services (NAFS) has been the Fixed Base Operator (FBO) at the Saratoga County Airport for 22 years. In that time, we have worked hard to establish an outstanding reputation and provide top tier customer service. As the FBO we cater to both Saratoga County Airport based aircraft as well as transient aircraft. NAFS sees itself and the Airport as a gateway to the world class attractions Saratoga County has to offer. In order to meet the demand of our clients NAFS desires to build a 22,500 sf Hangar for the storage of Based & Transient Aircraft.

The hangar would be located behind the existing NAFS Hangar on the existing FBO apron. The project would include approximately 29,000 sf of existing apron rehabilitation and 14,500 sf of apron expansion. Attached is a project sketch showing the location and limits of work.

### **Tentative Design and Construction Schedule:**

- Start Permitting/Design: 12/15/21
- Finish Preliminary Design: 2/15/22
- Finish Final Design and Permitting: 4/15/22
- Start Construction: 5/15/22
- Finish Construction: 12/31/22

### **Disposition of the hangar:**

NAFS would privately fund the project including permitting, design, and construction. After completion of construction, NAFS proposes to retain ownership of the hangar and pay taxes on the structure.

### **Current NAFS lease terms:**

NAFS currently holds two leases at the Airport: the “West” lease for the areas on and around the FBO Apron and building; and the “East” lease for the areas on and around the main apron and T-Hangars. Sketches of the two lease areas are attached. The current lease terms are as follows:

Term of Leases: May 1<sup>st</sup>, 2008 – April 30<sup>th</sup>, 2028

“West” Leasehold: set as a flat \$1525.40 monthly payment.

“East” Leasehold: set as a sliding payment with the amounts stipulated below. The “East” leasehold is Currently in its 13<sup>th</sup> year with a \$5,512.50 monthly payment.



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Years	Total annual rent Due	Monthly Payment
1-5	\$ 60,000.00	\$ 5,000.00
6-10	\$ 63,000.00	\$ 5,250.00
11-15	\$ 66,150.00	\$ 5,512.50
16-20	\$ 69,457.50	\$ 5,788.13

**Proposed lease modifications:**

With the proposed project and outlay by NAFS, we respectfully request the following modifications to the existing leases:

Term of Leases: December 1<sup>st</sup> 2021 – December 1<sup>st</sup> 2061 (40 year lease)

“West” Leasehold: continuing at \$1,525.40

“East” Leasehold: set as a sliding payment with the amounts stipulated below.

Years	Total Annual Rent Due	Monthly Payment
1-5	\$ 69,457.50	\$ 5,788.13
6-10	\$ 72,930.38	\$ 6,077.53
11-15	\$ 76,576.89	\$ 6,381.41
16-20	\$ 80,405.74	\$ 6,700.48
21-25	\$ 84,426.03	\$ 7,035.50
26-30	\$ 88,647.33	\$ 7,387.28
31-35	\$ 93,079.69	\$ 7,756.64
36-40	\$ 97,733.68	\$ 8,144.47

**Estimated construction cost:**

- \$6M - \$7M

NAFS has been honored to partner with Saratoga County in operating the Airport. We have built a thriving business by setting and continually meeting a high bar for servicing out clients. We appreciate the opportunity propose this project and continue the successful partnership at the airport. Should you have any questions please feel free to contact me at [jjilka@nafs.com](mailto:jjilka@nafs.com) or 518-248-6727.



## Project Sketch

APPROXIMATE HANGAR DESIGN LIMITS  
PREPARED BY MCFARLAND JOHNSON  
DATE: 2020/02/06

LIMIT OF ASPHALT REPLACEMENT  
29,000 S.F.

150'x150' HANGAR

LIMIT OF SOIL DISTURBANCE  
43,000 S.F.

NEW ASPHALT (14,500 S.F.)

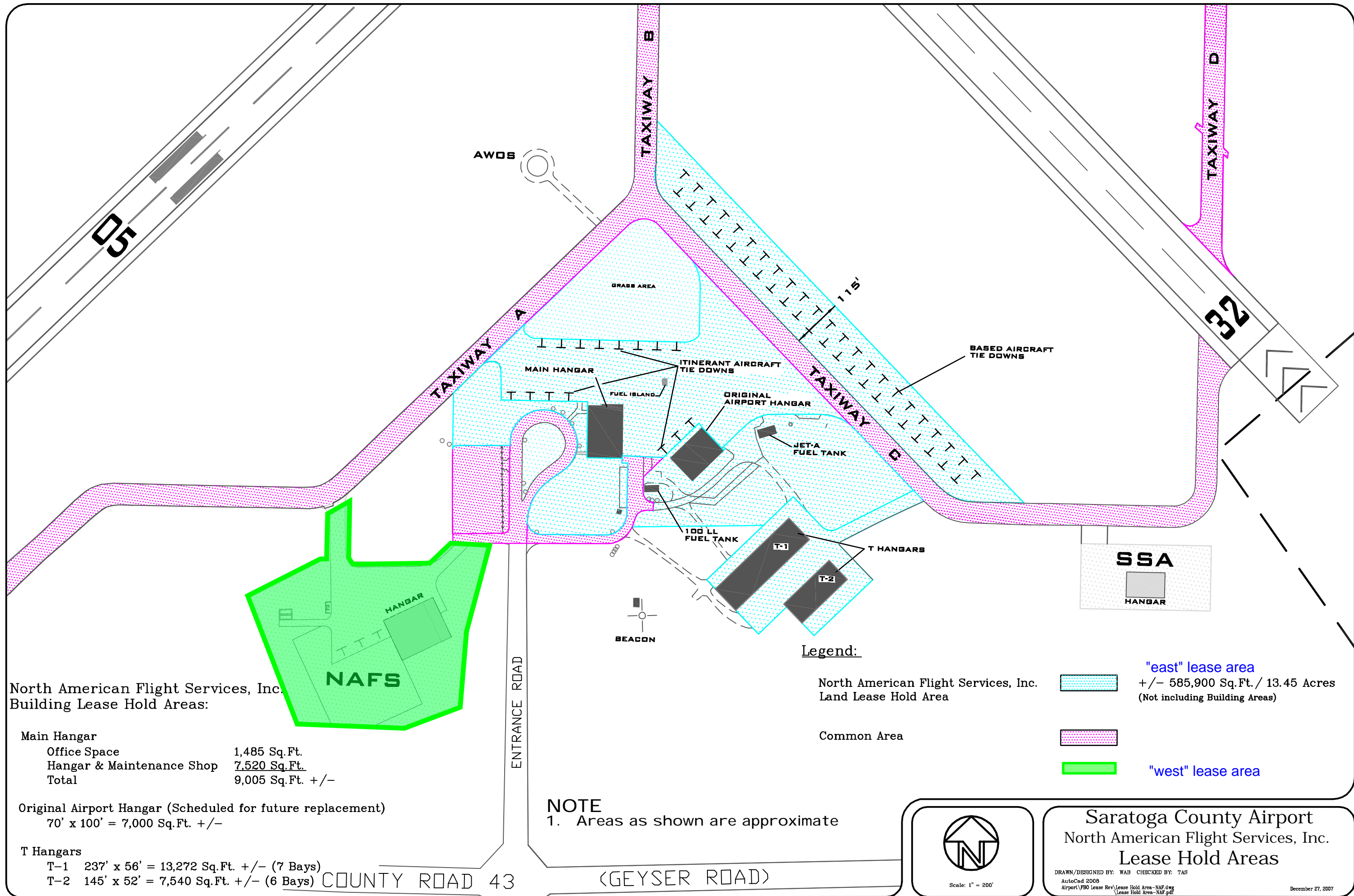
RELOCATED DRIVE (310')





## Lease Area Sketches





North American Flight Services, Inc.  
Building Lease Hold Areas:

<b>Main Hangar</b>	
Office Space	1,485 Sq. Ft.
Hangar & Maintenance Shop	<u>7,520 Sq. Ft.</u>
<b>Total</b>	<b>9,005 Sq. Ft. +/-</b>

Original Airport Hangar (Scheduled for future replacement)  
70' x 100' = 7,000 Sq. Ft. +/-

<b>T Hangars</b>	
T-1	237' x 56' = 13,272 Sq. Ft. +/- (7 Bays)
T-2	145' x 52' = 7,540 Sq. Ft. +/- (6 Bays)

COUNTY ROAD 43

**NOTE**

1. Areas as shown are approximate

(GEYSER ROAD)

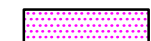
Legend:

North American Flight Services, Inc.  
Land Lease Hold Area



"east" lease area  
+/- 585,900 Sq. Ft. / 13.45 Acres  
(Not including Building Areas)

Common Area



"west" lease area



Scale: 1" = 200'

**Saratoga County Airport**  
North American Flight Services, Inc.  
**Lease Hold Areas**

DRAWN/DESIGNED BY: WAB CHECKED BY: TAS  
AutoCad 2008  
Airport\FBO Lease Rev\Lease Hold Area-NAF.dwg  
Lease Hold Area-NAF.pdf

December 27, 2007



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
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Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Chad M. Cooke, P.E.

**DATE:** 10/25/21

**RE:** Building Security Equipment/Software Standardization

**COMMITTEE:** Buildings and Grounds

1. Is a Resolution Required:  YES or  NO  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:  
Resolution designating Axis Communications, Exacqvision Professional and LENELS2 Netbox as the standard to be used in purchase contracts involving building security equipment and software.
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
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  - i. Is this a renewal agreement:  YES or  NO
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# SARATOGA COUNTY

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- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- For purposes of economy and efficiency, standardization with Axis Communications, Exacqvision Professional and LENELS2 Netbox for building security equipment and software is requested. A draft resolution is attached.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION XX - 2021**

Introduced by Supervisors Veitch, Lant, Lucia, O'Connor, Richardson, Tollisen and Winney

DESIGNATING AXIS COMMUNICATIONS, EXACQVISION PROFESSIONAL AND LENEL S2 NETBOX AS THE STANDARD TO BE USED IN PURCHASE CONTRACTS INVOLVING SECURITY CAMERA, DOOR ACCESS CONTROL AND SOFTWARE FOR REPAIR, REPLACEMENT OR ADDITION TO THE COUNTY OF SARATOGA'S BUILDING FACILITIES SECURITY SYSTEMS FOR REASONS OF EFFICIENCY AND ECONOMY

WHEREAS, County of Saratoga owns and operates multiple security camera, door access and related software systems as part of maintaining security throughout its' building facilities; and

WHEREAS, the County of Saratoga currently operates security camera, door access and related software systems from several different manufacturers; and

WHEREAS, the security cameras, door access and related software systems have numerous parts which require periodic maintenance, repair, replacement, addition and upgrade and which also are operated with different software applications that can become obsolete over time; and

WHEREAS, the County of Saratoga has on hand an inventory of various replacement parts for the repair of the different manufacturers security camera and door access systems; and

WHEREAS, over the course of the last ten (10) years, the County of Saratoga has installed the use of a number of security camera, door access and related software systems from different manufactures; and

WHEREAS, the County of Saratoga has found that the Axis Communications, ExacqVision Professional and Lenel S2 Netbox systems are more reliable, network capable and web based than the equipment and software manufactured by other companies; and

WHEREAS, the County of Saratoga building maintenance and IT staff have become very familiar with the maintenance, repair, replacement, addition and upgrade of the Axis Communications, ExacqVision Professional and Lenel S2 Netbox systems; and

WHEREAS, there are significant efficiency and economic benefits to the County of Saratoga in reducing the number technical issues necessary to service the various security, door access and related software systems used throughout the building facilities; and

WHEREAS, Eclipse Network Solutions is a certified integrator of Axis Communications, ExacqVision Professional and LenelS2 Netbox systems and has provided excellent on and off-site service with regard to the County of Saratoga's security camera, door access and related software systems; and

WHEREAS, General Municipal Law §103(5) authorizes this Board by a three-fifths vote to declare that for reasons of efficiency and economy there is a need for standardization of purchase contracts for a particular type or kind of equipment, material or supplies that exceed \$20,000 in cost; and

WHEREAS, the County of Saratoga has adopted a resolution designating for reasons of efficiency and economy, Eclipse Network Solution's Axis Communications, ExacqVision Professional and LenelS2 Netbox systems as the standard to be used in contracts dealing with the maintenance, repair, replacement, addition and upgrade of security cameras, door access and related software systems in County of Saratoga for building facilities; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby designates, for reasons of efficiency, and economy as stated herein, Axis Communications, ExacqVision Professional and LenelS2 Netbox systems as the standard to be used in purchase contracts involving the maintenance, repair, replacement, addition and upgrade of security cameras, door access and related software systems in building facilities.

BUDGET IMPACT STATEMENT: No budget impact.