



# Buildings & Grounds Committee

**Tuesday, June 7, 2022 4PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Matt Veitch

Members:

Eric Connolly  
Joe Grasso-VC  
John Lant  
Scott Ostrander  
Jean Raymond  
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the May 3, 2022 meeting.
- III. Setting a public hearing for the lease of County Property to Prime Group Holdings – Chad Cooke, Public Works
- IV. Airport Update – North American Flight Services
- V. Other Business
- VI. Adjournment



# 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  
Stephanie Hodgson, Director of Budget

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

**DEPARTMENT:** Department of Public Works

**DATE:** 5/27/22

**COMMITTEE:** Buildings & Grounds

**RE:** Request from Prime Group Holdings to construct a 15,600 SF hangar at the airport along with an associated 20-year land lease from the County.

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Request to schedule a public hearing on a proposed lease of County property.

3. Specific Details on what the resolution will authorize:

Setting a time and date for a public hearing on the lease of land to Prime Group Holdings for 20 years to facilitate the construction and use of an aircraft hangar at the airport.

This column must be completed prior to submission of the request.

County Attorney's Office  
Consulted

4. Is a Budget Amendment needed:  YES or  NO  
 If yes, budget lines and impact must be provided.  
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office  
 Consulted

Please see attachments for impacted budget lines.  
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

Is this position in the current year compensation plan?  Y  N

7. Does this item require hiring a Vendors/Contractors:  Y  N

a. Were bids/proposals solicited:  Y  N

b. Type of Solicitation

c. Is the vendor/contractor a sole source:  Y  N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department?  Y  N  N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted <input type="checkbox"/>
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a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

See attached proposal from McFarland Johnson on behalf of Prime Group Holdings.



May 16, 2022

Chad M. Cooke, P.E., M.P.A.  
Commissioner of Public Works  
Saratoga County Department of Public Works  
3654 Galway Road  
Ballston Spa, NY 12020

RE: Prime Group Holdings  
Aircraft Storage Hangar Project  
Saratoga County Airport

Dear Mr. Cooke:

On behalf of Prime Group Holdings, of 85 Railroad Place, Saratoga Springs, New York 12866, we request to be placed on the June Buildings and Grounds Committee Meeting agenda to discuss the potential for building an aircraft storage hangar for our use at the Saratoga County Airport.

Attached is a brief description and sketch of the potential project. If you have any questions, or require anything further, please do not hesitate to contact me.

Regards,

Turner Bradford, PE  
Aviation Manager

cc: Anthony Kouardaoughli, Prime Group Holdings  
Tim Bailey, McFarland Johnson Inc.

encl

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**Project Description:**

Prime Group Holdings (Prime) respectfully requests to construct a roughly 15,600 sf (130' x 120') aircraft hangar at the Saratoga County Airport to store their corporate aircraft. The hangar would be located off the south end of the existing FBO apron. In addition to the hangar, the project would include a small, paved area for automobile parking, and approximately 650 lf of relocated existing airport perimeter road. Attached is a project sketch showing the project location and limits of work.

**Tentative Design and Construction Schedule:**

- Start Permitting/Design: 7/15/22
- Finish Design and Permitting: 8/15/22
- Start Construction: 9/1/22
- Finish Construction: 12/31/22

**Potential land lease:**

Prime respectfully requests a 20-year, approximately 0.73 acre, land lease at the Saratoga County Airport as shown on the attached sketch. Prime would construct and maintain a roughly 15,600 sf building within the 0.73 acre lease area. Prime would pay property taxes on the value of the building. At the end of the lease Prime would have an option to renew/extend their lease.

**Estimated construction cost:**

- \$2.5M: All improvements mentioned in project description and required for the construction of the hangar would be paid by Prime.

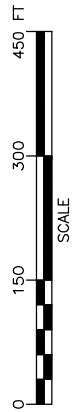
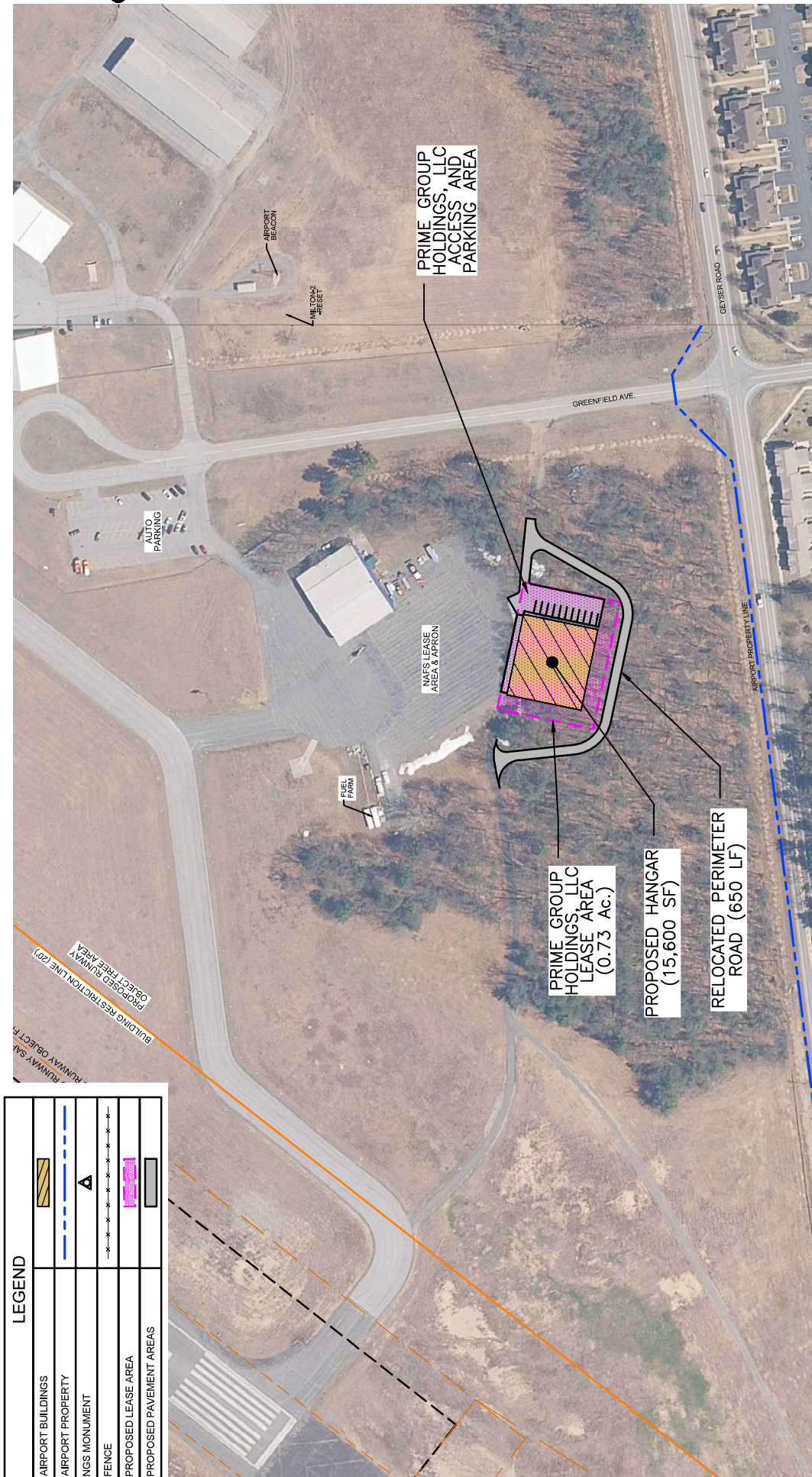
Prime is a well-established Saratoga County business and has been a longtime user of the Saratoga County airport. While Prime's offices are in Saratoga Springs; their plane is currently based at the Floyd Bennett Memorial Airport in Warren County. Prime would prefer to base their aircraft in Saratoga County. In addition to being more convenient for Prime, this arrangement would reduce the number of operations at the Saratoga County Airport as the aircraft currently makes two landings and two takeoffs at Saratoga (to pick up and drop off passengers) for every trip. If the aircraft were based in Saratoga, it would simply have a single takeoff and landing per trip.

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**Project Sketch**



LEGEND	
AIRPORT BUILDINGS	
AIRPORT PROPERTY	
INGS MONUMENT	
FENCE	
PROPOSED LEASE AREA	
PROPOSED PAVEMENT AREAS	



**McFarland Johnson**  
 60 PARKWOOD PLACE SUITE 402  
 SARATOGA SPRINGS, NY 12866

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECT DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE ALTERED DATE, SIGNATURE, LICENSE NUMBER, AND THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

**PRIME GROUP HOLDINGS, LLC**  
 TOWN OF MILTON, NEW YORK  
**PROPOSED LEASE AREA AND HANGAR**  
**SARATOGA COUNTY AIRPORT**

SCALE:	1" = 150'
DRAWN:	TDB
CHECKED:	TB
DESIGN:	TDB
PROJECT:	18975.00
DATE:	05/09/2022