



# Airport Improvement Committee

Wednesday, June 21, 2023 4:15PM  
40 McMaster Street, Ballston Spa, NY

**Chair:** Theodore Kusnierz

**Members:** Philip Barrett, Scott Ostrander (vc), Kevin Veitch,  
Matthew Veitch

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the June 6, 2023 meeting
- III. Authorizing rent abatement to North American Flight Services, Inc. due to a reduction in lease hold area as a result of the Airport Terminal project – Chad Cooke, Commissioner of Public Works
- IV. Other Business
- V. Adjournment



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michelle Granger, County Attorney  
Therese Connolly, Clerk of the Board  
Stephanie Hodgson, Director of Budget

**CC:** John Warmt, Director of Purchasing  
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:** 06/15/23

**COMMITTEE:** Airport Improvement

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing rent abatement to North American Flight Services, Inc. due to a reduction in lease hold area as a result of the Airport Terminal project.

3. Specific Details on what the resolution will authorize:

Authorizing rent abatement to North American Flight Services, Inc. due to a reduction in lease hold area as a result of the Airport Terminal project.

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

County Attorney's Office  
Consulted Yes

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

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted A.50-1770.FBO
- b. Budget year impacted 2023
- c. Details

Lease revenue will be reduced as a result of the authorized rent abatement.

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

Human Resources Consulted

7. Does this item require the awarding of a contract:  Y  N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department?  Y  N  N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office  
Consulted

8. Is a grant being accepted:  YES or  NO

- 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
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other \_\_\_\_\_

10. Remarks:

NAFS' current lease rate is \$0.1185 per square foot. The disturbed area for the terminal project, which includes the demolition of a hangar and large portion of the apron that is used for aircraft parking, totals approximately 75,000 square feet. The project duration is estimated to be 22 months.