Airport Improvement Committee

Wednesday, February 4, 2026 2:30PM
40 McMaster Street, Ballston Spa, NY

Chair: Philip Barrett
Members: Ed Kinowski, Ram Lalukota, Ian Murray, Scott Ostrander

Agenda

I. Welcome and Attendance

II. Appointment of Vice Chair

III. Approval of the minutes of the December 2, 2025 meeting.

IV. Authorizing an agreement with McFarland Johnson for professional design services associated with a land development study at the County Airport - Chad Cooke, Public Works

V. Other Business

VI. Adjournment

SARATOGA COUNTY
AGENDA ITEM REQUEST

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
George Conway, 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
Audra Hedden, County Administrator's Office
Emily Spring, County Attorney's Office

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

DEPARTMENT: Department of Public Works

DATE: 1/27/26

COMMITTEE: Airport Improvement

County Attorney's Office Consulted Yes

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorize a contract with McFarland Johnson for professional design services associated with a land development study at the County Airport.

3. Specific Details on what the resolution will authorize:

Authorize a contract with McFarland Johnson in the amount of $16,181 for professional design services associated with a land development study at the County Airport. The land development study will focus on determining appropriate locations for additional aircraft hangars while considering all of the environmental constraints.

County Administrator'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.

☐ 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**):

No Budget Impact. Funds are included in the Department Budget

a. G/L line impacted A.50.513-7098

b. Budget year impacted 2026

c. Details

6. Are there Amendments to the Compensation Schedule?

☐ YES **or** ☑ NO (If yes, provide details)

Human Resources Consulted

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 the awarding of a contract: ☑ Y ☐ N

Purchasing Office Consulted

Yes

a. Type of Solicitation Professional Service

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 Contact Name: McFarland Johnson (Turner Bradford)

e. Vendor Email: tbradford@mjinc.com

f. Vendor Phone: 518-580-9380

g. Is the vendor/contractor an LLC, PLLC, or partnership: No

h. State of vendor/contractor organization: NY

i. Commencement date of contract term: upon contract execution

j. Termination of contract date: upon contract completion

k. Contract renewal date and term: N/A

l. Is this a renewal agreement: ☐ Y ☑ N

m. Vendor/Contractor comment/remarks:

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:

EXHIBIT A
SCOPE OF SERVICES

For
Saratoga County Airport
Saratoga County, NY

Land Development Study

A. PROJECT DESCRIPTION

The County of Saratoga, NY (SPONSOR), operator of the Saratoga County Airport (5B2), has tasked McFarland-Johnson, Inc. (CONSULTANT) to conduct aviation planning services to identify information on available sites at the Airport for development. Information for each site to include size, available infrastructure, constraints, and best use options to aid the SPONSOR in development decision-making.

The project is to be funded by the County of Saratoga.

The following tasks outline the approach to executing this project:

1. Project Administration and Project Management
2. Identify Parcels and Constraints
3. Identify Recommended Hangar Configuration for Each Parcel
4. Visualization Rendering of Proposed Hangar Complex

B. SCOPE OF WORK

Professional services, in accordance with the attached Fee Summary, to be provided by the CONSULTANT, shall include the following:

1. PROJECT ADMINISTRATION AND MANAGEMENT

The CONSULTANT will conduct the following subtasks:

1.1. Prepare draft and final *Scope of Services*. Prepare a fee proposal for SPONSOR based on the final *Scope of Services*. Negotiate the final fee and *Scope of Services* with the SPONSOR and prepare a Task Order.
1.2. Prepare a project schedule for review and update monthly.
1.3. Provide monthly progress updates and invoicing to SPONSOR.

2. IDENTIFY PARCELS AND CONSTRAINTS

The CONSULTANT will conduct the following subtasks:

2.1. Identify and catalog two (2) parcels available for development on the southern portion of the Airport and create two (2) figures to depict and document assumptions:
   a. Existing Airport property line
   b. Key environmental constraints based on readily available environmental data as they apply to the two development sites
   c. 2015 Airport Layout Plan:
      i. Proposed runways and taxiways
      ii. Existing and proposed facilities, aprons, hangars, other structures, roads, etc.
   d. Operational considerations of proposed taxilanes and hangars.
   e. State of New York Uniform Prevention and Building Code hangar spacing minimums

2.2. Identify existing utilities through readily available base mapping (provided by the SPONSOR) of the two development sites and create one (1) figure to show and document findings:
   a. Location and availability of existing utilities, including:
      i. Electricity
      ii. Natural gas
      iii. Communication
      iv. Municipal drinking water
      v. Sewer service points

2.3. Create one (1) conceptual lot configuration figure showing the following items and document aircraft length and wingspan limitations for each size hangar:
   a. Sizing and configuration of one (1) 75-foot by 75-foot hangar and associated apron
   b. Sizing and configuration of one (1) 100-foot by 100-foot hangar and associated apron
   c. Sizing and configuration of one (1) 10-unit T-hangar
   d. Setbacks from Airplane Design Group (ADG) II taxilanes
   e. Square footage that can be utilized to estimate Airport revenue based on a land lease
   f. Conceptual location of:
      i. Stormwater features
      ii. Sanitary sewer connections/septic systems
      iii. LNG connections/bottled propane
      iv. Utility corridors

3. IDENTIFY RECOMMENDED HANGAR CONFIGURATION FOR EACH PARCEL

The CONSULTANT will conduct the following subtasks:

3.1. The CONSULTANT will create one (1) aerial schematic based on the 2015 *Saratoga Obstruction Study*, the existing basemap conditions that exhibit the full buildout depicting the best use of the two identified parcels, given considerations of Tasks 2.1 through 2.3 and based on the opinions and experience of the CONSULTANT, and data that may be provided by SPONSOR. The drawing will consider the following elements in the layout of the proposed hangars:

   a. Maximizing the number of hangars
   b. Maximizing the utility and the use of the space and future expandability
   c. Maximizing revenue generation
   d. Minimizing construction costs
   e. Avoiding the siting of hangars with north-facing doors, which proves to be difficult in mitigating snow and ice buildup

3.2. Maximum of two (2) revisions of the drawing based on SPONSOR feedback are assumed.

3.3. Drawings will be delivered electronically in PDF format only.

4. VISUALIZATION RENDERING OF PROPOSED HANGAR COMPLEX

The CONSULTANT will conduct the following subtasks:

4.1. The CONSULTANT will create up to three (3) visualization drawings depicting the hangar complex to the west of Greenfield Avenue to be used by the SPONSOR for visualization purposes. The drawings will include the following elements:

   a. Oblique angles of the proposed hangar complex
      i. Associated vehicle parking and apron pavement

4.2. Maximum of two (2) revisions of the drawings based on SPONSOR feedback are assumed.

4.3. Drawings will be delivered in PDF format and either JPG or PNG format based on the needs of the SPONSOR.

III. PROJECT ASSUMPTIONS

The following technical assumptions are made part of this agreement:

- No site visits or meetings are planned as part of this project.
- The hangar sizes identified in Section 2.3 above are for context only. The CONSULTANT will work with the SPONSOR to determine appropriate sizing, dimensions, and spacing of hangars.
- The CONSULTANT shall utilize only existing documents provided by the SPONSOR for this task. New data collection services, such as surveys, are not included.
- Services for engineering design and construction administration are not included.

- A Pen & Ink Change to the 2015 Airport Layout Plan is not included in this scope. If a Pen & Ink Change is required (should the preferred alternative change), this can be completed as part of a future assignment or via a supplemental agreement.
- No environmental review under the National Environmental Policy Act (NEPA) or State Environmental Quality Review Act (SEQR) is included in this scope of work, but can be completed as part of a future assignment or via a supplemental agreement.
- Additional services must be authorized by the SPONSOR in writing, and in advance of proceeding with additional work based on the negotiated fee.

IV. PROPOSED SCHEDULE OF COMPLETION

The CONSULTANT agrees to complete the work under this phase of the Agreement in a manner satisfactory to the SPONSOR within four (4) months after receiving an executed copy of this contract from the SPONSOR. An estimated schedule and expected durations are as follows:

- Execute Task Order and Notice to Proceed: March 2026
- Identify Parcels and Constraints: One month
- Identify Recommended Hangar Configuration for Each Parcel: One month
- Visualization Renderings of Proposed Hangar Complex: One month
- Project Closeout: One month

McFarland Johnson

Land Development Study

18763.10

Saratoga County

Active
1-16-26

FEE SUMMARY

	DESIGN / PLANNING SERVICES	CONSTRUCTION SERVICES
1. DIRECT TECHNICAL LABOR	$5,043.00	
2. ESTIMATED OVERHEAD EXPENSES AND PAYROLL BURDEN Based on Percentage of Direct Salary Cost (exclusive of Premium Pay) with the estimated Percentage being 179.00 %	$9,026.97	
3. SUBTOTAL OF ITEMS 1 & 2	$14,069.97	
4. FIXED FEE / PROFIT	$2,110.50	
5. DIRECT EXPENSES		
6. SUBCONSULTANT COSTS		
7. SUBCONTRACT COSTS - (ESTIMATE)		
8. OVERTIME PREMIUM		
9. TOTAL FEE ESTIMATE	$16,180.47	

10. TOTAL FEE FOR ALL SERVICES **$16,181**

NOTE: Authorized hours worked in excess of forty per week are subject to a premium time charge