



Highway Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Agenda ~

Tuesday, December 5, 2023

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=md95b758ce35183803f9c33920c917a82>

Tuesday, December 5, 2023 11:00 AM | 1 hour | (UTC-05:00) Eastern Time

Meeting number: 2332 320 8915

Password: ufJMpSZ4K36

Join by phone

+1-415-655-0001 US Toll

Access code: 233 232 08915

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Chair Christopher Newell	☐	☐	☐	
Committee Vice Chair Ronald J. Van Dee	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Joseph Nauseef	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	

MINUTES

1. Highway Committee - Committee Meeting - Nov 1, 2023 11:00 AM

RESOLUTIONS

ON MOTION OF NEWELL

AGENDA ITEM NO. 1

MH-2 Hangar Lease Agreement - Cortland County Airport/Highway Department

WHEREAS, Cortland County (Lessor) currently owns, maintains and leases various hangar buildings and spaces at Cortland County Airport on a monthly basis, AND

WHEREAS, in accordance with Local Law No. 5 of 2012, the County has negotiated with DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, for the lease of a portion of Hangar Building MH-2 at Cortland County Airport, AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends the lease of approximately 6,500 square feet of Hangar MH-2 with the Lessee, containing the following terms and conditions:

Rental Rate Schedule:

- Year 1, commencing January 1, 2024 and ending December 31, 2024: The annual rental fee shall be Sixteen Thousand Eighty Dollars (\$16,080.00) and shall be payable in twelve (12) equal monthly installments of \$1,340.00 per month on or before the first day of each month commencing January 1, 2024;
- Optional one (1) Year term, commencing January 1, 2025 and ending December 31, 2025: During the lease extension term, the annual rent shall be Sixteen Thousand Three Hundred Twenty Dollars (\$16,320.00) and shall be paid in twelve equal monthly installments of \$1,360.00 per month on the first day of each month

Terms and Conditions:

- All other terms and conditions of the previous Lease for Hangar MH-2 as outlined in the contract with the Lessee shall apply.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the lease of a portion of Hangar MH- 2 at Cortland County Airport to DM3 of Cortland, LLC (Lessee), P.O. Box 328, Cortland, NY 13045, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form, is hereby authorized to execute the necessary Hangar Lease Agreement with the Lessee, in accordance with the Rental Rate Schedule, and Terms and Conditions as stated above.

ON MOTION OF NEWELL

AGENDA ITEM NO. 2

Increase Lease Rates T-Hangar Spaces - Cortland County Airport - Highway Department

WHEREAS, the County of Cortland owns, maintains and leases individual T-Hangar spaces at Cortland County Airport, AND

WHEREAS, the Highway Committee of the Legislature recommends increasing the monthly lease rates for the existing T-Hangar spaces as follows:

T-Hangars A-1 through D-4 (16 Hangars total) from \$220.00 per month to \$240.00 per month.

T-Hangars E-1 through H-5, I-1 and I-2, and J-1 and J-2 (20 Hangars total) from \$245.00 per month to \$270.00 per month.

Twin T-Hangars I-3, I-4, J-3 and J-4 from \$310.00 per month to \$340.00 per month.

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes monthly rental rates as listed above at the Cortland County Airport, AND BE IT FURTHER

RESOLVED, that the above listed rental rates at the Cortland County Airport shall take effect beginning January 1, 2024, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to execute any agreements associated with said leases, AND BE IT FURTHER

RESOLVED, that the revenue from said leases are to be deposited in account A561042.41770.

Accept New York State Aviation Capital Grant for Construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at Cortland County Airport - Highway Department

WHEREAS, the County has been offered a New York State Department of Transportation (NYSDOT) Aviation Capital Grant to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field (PIN#3903.11, K007533), AND

WHEREAS, the Cortland County Highway Department has completed the New York State Environmental Quality Review (SEQR) process for the project and recommends that the project construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any large and important impacts and, therefore is one which will not have a significant impact on the environment, AND

WHEREAS, the Cortland County Legislature hereby finds that the project to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport will not result in any significant impacts on the environment, and therefore makes a Negative Declaration under SEQR, AND

WHEREAS, the State of New York grant to the County of Cortland for the construction of said project with State participation share in the amount of \$2,499,660.00, and local participation share required by said grant in the amount of \$277,740.00 to be included as part of the Airport Capital Budget, said \$277,740.00 to come from the Airport Reserve, for a total project cost of \$2,777,400.00, AND

WHEREAS, the County desires to design said project during the 2024 fiscal year, accept said grant monies for the project and expend said required local participation share, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the project to design and construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field at a cost not to exceed \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County agrees to fund the entire project amount, not to exceed \$2,777,400.00, in the first instance, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby accepts the NYSDOT Aviation Grant in the amount of \$2,499,660.00, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to amend the 2024 Capital Projects Fund budget for this project, up to \$2,777,400.00, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign the NYS Aviation Capital Grant Agreement to construct Conventional Aircraft Storage Hangar Building with Offices and Expand Vehicle Parking Lot at the Cortland County Airport, Gen. Levi R. Chase Field.

Bridge NY Consultant Selection - Highway Department

WHEREAS, Cortland County established a selection committee to select a consultant from the

2022 LSDA Cortland County short list to assist in Bridge NY project application development, with the option for design and construction inspection if the application is successful, AND

WHEREAS, the selection committee utilized the master proposals from five (5) consultants on the 2022 LSDA Cortland County short list to select a consultant, NOW THEREFORE BE IT

RESOLVED, that it would be in the best interest of Cortland County to utilize Barton and Loguidice Engineers, DPC, 443 Electronics Parkway, Liverpool, NY 13088 to assist in Bridge NY project application development, and with the option for design and construction inspection services, AND BE IT FURTHER

RESOLVED, that the Design and Construction Inspection Phases of successful applications for BRIDGE NY projects shall be awarded to Barton and Loguidice, DPC.

DISCUSSION ITEMS

1. Wade Pool Updates/CPR Training

REPORTS

1. Highway Department Activities Report
2. Solid Waste Activity Report - December

ADJOURNMENT