MINUTES OF MEETING
Aviation Committee
August 22, 2022
7:00 PM

I. COMMUNICATIONS

Minutes of a meeting of the Aviation Committee of the Chemung County Legislature held in the Hazlett Building, 5th Floor, 203 Lake Street, Elmira, New York on Monday, August 22, 2022.

Committee members present: L. Thomas Sweet (Chairman), Mark Margeson, Peggy Woodard, Martin Chalk

Committee member excused: Christina Sonsire

Officials present: John Pastrick, David Manchester, Joseph Brennan, Brian Hyland, John Burin, Robert Briggs, William McCarthy, Scott Drake, Michael Smith, Rodney Strange, Bryan Maggs

The meeting was called to order by the Chairman of the committee, L. Thomas Sweet.

II. RESOLUTIONS, MOTIONS, AND NOTICES

1. Resolution authorizing Task Order No. 23 with McFarland Johnson, Inc. on behalf of the Elmira Corning Regional Airport (Aircraft Rescue and Firefighting Building Rehabilitation Construction Observation and Administration Services)

   Motion made by Martin Chalk, seconded by Mark Margeson, and Passed with a vote of 4-0, authorizing Task Order No. 23 with McFarland Johnson, Inc. on behalf of the Elmira Corning Regional Airport (Aircraft Rescue and Firefighting Building Rehabilitation Construction Observation and Administration Services).

2. Resolution authorizing advertisement for bids for Custodial Services at the Elmira Corning Regional Airport

   Motion made by Martin Chalk, seconded by Peggy Woodard, and Passed with a vote of 4-0, authorizing advertisement for bids for Custodial Services at the Elmira Corning Regional Airport.

III. OLD BUSINESS

IV. NEW BUSINESS

V. ADJOURNMENT

This meeting was adjourned on the motion made by Mrs. Woodard, seconded by Mr. Chalk. Motion Carried.
CHEMUNG COUNTY ROUTE SLIP * PERSONNEL REQUISITION

Resolution authorizing Task Order No. 23 with McFarland Johnson, Inc. on behalf of the Elmira Corning Regional Airport (Aircraft Rescue and Firefighting Building Rehabilitation Construction Observation and Administration Services)

Resolution #:

Slip Type: OTHER

SEQRA status
State Mandated False

Explain action needed or Position requested (justification):

The Director of Aviation, on behalf of the Elmira Corning Regional Airport, is requesting authorization of McFarland Johnson's Task Order No. 23, Aircraft Rescue & Firefighting Building Rehabilitation Construction Observation and Administrative Services.

MJ. Inc. shall provide the following services to Chemung County including administrative and observation services during construction. The project will be constructed by Chemung County with grant assistance from the Federal Aviation Administration Airport Improvement Program (AIP), and the grant assistance from the Federal Aviation Administration Airport Improvement Program (AIP), and the NYS Dept. of Transportation.

The project consists of the renovation of an existing single-story 5,000 ft2+/-ARF building constructed in 1976. This project will address issues such as the building shell, mechanical, electrical, and plumbing systems, building entrance, floor plan layout and interior finishes.

The timeline of this project is Fall 2022 through Fall 2023. The cost of this Task Order is $148,036.00.

CREATION:

Date/Time: Department:
7/28/2022 9:22:05 AM County Executive

APPROVALS:

Date/Time: Approval: Department:
7/28/2022 9:35 AM Approved County Executive
7/29/2022 8:54 AM Approved Budget and Research
8/15/2022 1:17 PM Approved Legislature Chairman

ATTACHMENTS:

Name: Description: Type:
McFarland Johnson Task Order No 23.pdf McFarland Johnson Task Order No 23 Cover Memo
SCHEDULE A
Resolution #
Approval Date
PIN #
FAA AIP #
MJ Project # 18302.23

TASK ORDER
AUTHORIZATION
NO. 23

PROJECT: Aircraft Rescue and Firefighting Building Rehabilitation Construction Observation and Administration Services Contract for Elmira Corning Regional Airport

DATE OF ISSUANCE: April 14, 2022

PROJECT DESCRIPTION: The items of work to be accomplished under this Task Order include the following and are further described on the attached Exhibit A, Scope of Work (7 pages plus attachments):

- Project Administration / Management
- Construction Administration
- Construction Observation
- Grant Administration

METHOD OF COMPENSATION: Cost Plus Fixed Fee, as indicated in the attached Exhibit B

This Task Order Amount No. 23

$148,036

Days or Dates To Complete This Task Order

12 Months

The Agreement for Professional Engineering Services between County of Chemung and McFarland-Johnson, Inc., for Professional Services at Elmira Corning Regional Airport, 5-year period, dated July 10th, 2017 shall govern all TASK ORDERS executed under this Assignment, unless modified in writing and agreed to by CONSULTANT and CLIENT.

Accepted:

by __________________________
James M Festa P.E.
Chief Executive Officer

Approved:

by __________________________
Christopher J Moss
County Executive
EXHIBIT A

SCOPE OF SERVICES

For

ELMIRA CORNING REGIONAL AIRPORT

CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES

FOR THE

AIRCRAFT RESCUE AND FIREFIGHTING BUILDING REHABILITATION

PROJECT DESCRIPTION

McFarland-Johnson, Inc. (CONSULTANT) shall provide the following professional services to Chemung County (SPONSOR) including administrative and part-time resident observation services during the Construction Phase of the above project at the Elmira Corning Regional Airport. The project will be constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP), and the State of New York Department of Transportation.

The project consists of the renovation of an existing single-story 5,000 ft² +/- aircraft rescue and firefighting (ARFF) building constructed in 1976. This project will address multiple issues such as the building shell, mechanical, electrical, and plumbing systems, building entrance, floor plan layout, and interior finishes.

Construction is expected to begin with multiple prime contractors in the Fall of 2022 and be completed by Fall of 2023. The ARFF facility will remain active throughout the project. It is anticipated that a staff of one Construction Inspector will be required on a part-time basis during construction. The cost of construction is estimated to be $2,250,000 based on a detailed estimate of construction cost.

Professional services to be provided by the CONSULTANT shall include the following:

A. ADMINISTRATION/PROJECT MANAGEMENT:

   Services provided for under this phase typically include:

   1. **Consultation:** CONSULTANT shall provide advice to the SPONSOR during construction, including the holding of a pre-construction conference meeting and final inspection conference meeting as required by the FAA.

   2. **Site Visits:** CONSULTANT’s Project Manager and Project Engineer shall make visits to the site at intervals appropriate to the various stages of construction, as
SPONSOR deems necessary, in order to observe the progress and adherence to the Contract Documents of the various stages of the CONTRACTOR(s)' work. It is anticipated that the Project Manager and the Project Engineer will visit the site a maximum of three (3) times each during the construction period.

3. **Shop Drawings:** CONSULTANT shall review and take other appropriate action with respect to Shop Drawings, Material Submittals, Samples and other data which the CONTRACTOR(s) are required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a function of the whole as indicated in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incidental thereto. CONSULTANT will employ an Architect Subconsultant to perform reviews of all architectural submittals.

4. **Meetings:** CONSULTANT shall also be available for one (1) additional meeting other than meetings noted in Item 1 above. This administrative meeting may concern scheduling of operations with airport users and tenants or coordination of activities with the Airport’s Management and tenants. The Senior Engineer or Project Manager will also attend the construction progress meetings via teleconference throughout the construction contract period.

5. **Construction Management Plan:** A Construction Management Plan in accordance with FAA requirements will not be required for the project.

**B. CONSTRUCTION OBSERVATION:**

Construction observation services shall be provided by a competent part-time Construction Inspector (CI), familiar with airport operations at a facility similar to that of the SPONSOR’s.

1. **Applications for Payment:** Based on 1) CONSULTANT’s on site observations of work progress; 2) information provided by the CI; 3) review of the applications for payment including the accompanying data and schedules:

   a. CONSULTANT shall determine the amounts owing the CONTRACTOR(s) and recommend in writing payments to CONTRACTOR(s) in such amounts. Such recommendations of payment will constitute a representation to the SPONSOR based on such observations and review, that the work has progressed to the point indicated, and that, to the best of the CONSULTANT’s knowledge, information and belief, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of such work as to a functioning whole prior to, or upon, Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to
any other qualifications stated in the recommendation). In the case of unit price work, CONSULTANT’s recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).

b. By recommending any payment, CONSULTANT will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examination have been made by CONSULTANT to check the quality or quantity of CONTRACTOR(s) work as it is furnished and performed beyond the responsibilities specifically assigned to CONSULTANT in the Agreement and the Contract Documents. CONSULTANT agrees that he will exercise reasonable professional judgement in verifying that the adherence to the Contract Documents and quantity of the work meets requirements of the Contract Documents for which CONSULTANT is contractually responsible. CONSULTANT’s review of CONTRACTOR(s) work for the purposes of recommending payments will not impose on CONSULTANT responsibility to supervise, direct, or control such work or for the means, methods, techniques, sequences, direct, or procedures of construction or safety precautions or programs incident thereto or CONTRACTOR(s) compliance with laws, rules, regulations, ordinances, codes, or orders applicable to their furnishing and performing the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purpose any CONTRACTOR has used the monies paid on account of the Contract Price, or to determine that title to any of the work, materials, or equipment has passed to SPONSOR free and clear of any lien, claims, security interests, or encumbrances, or that there may not be other matters at issue between SPONSOR and CONTRACTOR(s) that might affect the amount that should be paid.

2. **Construction Inspector Review:** Provide technical observation of construction by a part-time Construction Inspector (CI) who will also:

   a. Maintain a project record in conformance with the Federal Aviation Administration and Manual of Uniform Record Keeping (MURK), adopted for use on an Airport Improvement Project, (AIP).

   b. Complete, review, and verify requests for periodic and final payments for CONTRACTOR(s).


   d. Prepare, compile, and negotiate change order documentation and supplemental agreements with the CONTRACTOR(s) on behalf of the SPONSOR.
e. Conduct weekly project progress meetings on site with all interested parties, and coordinate documentation of these meetings.

3. **Progress Reports:** Submit monthly progress reports of construction activity and problems encountered as required by the SPONSOR, and the Federal Aviation Administration. FAA Form 5370-1, “Construction Progress and Inspection Report” will be utilized for this purpose.

4. **Contractor(s)' Completion Documents:** CONSULTANT shall receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, test and approvals which are to be assembled by CONTRACTOR(s).

5. **Inspection:** CONSULTANT shall perform an inspection and make a determination if the work is substantially complete is acceptable so that CONSULTANT may recommend, in writing, final payment to CONTRACTOR(s) and may give written notice to SPONSOR and the CONTRACTOR(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to the limitations expressed in this Section “B.1.b.”

6. **Completion Certificates:** Issue certificates of completion to the SPONSOR, the State of New York and the Federal Aviation Administration at the completion of construction.

7. **Limitation of Responsibility:** CONSULTANT shall not be responsible for the acts or omissions of any CONTRACTOR(s), or of any Subcontractor or supplier, or any of the CONTRACTOR(s)' work, nor shall the CONSULTANT have the responsibility to supervise, direct, or control CONTRACTOR(s)' work or for the means, methods, techniques, sequences, or procedures of construction or for the safety precautions or safety programs of the CONTRACTOR(s).

8. **Limitations of Authority: (Construction Inspector)**
   a. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the CONSULTANT.
   b. Shall not exceed limitations of CONSULTANT’s authority as set forth in the agreement or the Construction Contract Documents.
   c. Shall not undertake any of the responsibilities of CONTRACTOR, subcontractors or CONTRACTOR’s superintendent.
   d. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the
construction unless such advice or directions are specifically required by the Contract Documents.

e. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.

f. Shall not accept Shop Drawing or sample submittals from anyone other than the CONSULTANT.

g. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by CONSULTANT.

9. **Responsibilities/duties of Construction Observation Staff:** In general, the on-site project CI representative is responsible for monitoring construction activity on a project and documenting their observations in a formal project record. The formal project record for this project will follow the format and guidelines of the MURK system adopted for an airport project.

The formal project record consists of the following entries and duties:

a. CONSULTANT's Project Diary
b. Inspector's Reports
c. Preparation of FAA Weekly Reports
d. Prime/Subcontractor Work Summary
e. Preparation of Material Acceptance Reports
f. Preparation of Certification and Testing Log Book
g. Review Subcontractor approval forms
h. Prepare statement of days charged on a weekly basis
i. Conduct Wage Rate Interviews with prime and/or subcontractors employees
j. Conduct project meetings with SPONSOR and Contractors
k. Field measure quantities
l. Collect and monitor weekly payrolls for Davis Bacon Act Compliance
m. Review and/or preparation of Periodic Payment Requests
n. Record deviations from the contract plans for preparation of Record Drawings
o. Preparation and review of Change Orders/Force Account Work
The Sponsor is responsible for monitoring construction activity as it relates to airport operations and coordination of construction activities with airport operations staff, including appropriate NOTAMs (Notice to Airmen).

10. **Contract Period:** CONSULTANT agrees to provide the services in this phase of the Agreement during the construction contract period. Construction inspection services will be provided on a part-time basis for a total of 45 days during the 180 calendar day contract period, from late Fall of 2022 to Fall of 2023. Additionally, project initiation, administration, and project closeout are anticipated to include 90 calendar days prior to the notice to proceed and 60 calendar days after project acceptance to complete the project records.

The fee contained in the Exhibit “B” is based on the stated anticipated hours of effort. If these hours are exceeded, through no fault of the CONSULTANT, the CONSULTANT shall be entitled to additional compensation.

11. No asbestos, lead, hazardous materials, or contaminated soils investigations, abatement design, permitting, or monitoring services are included in this scope. Should this work become required by SPONSOR based on SPONSOR’s separate investigations or requirements, this contract may be amended to include these items of work.

**GRANT ADMINISTRATION / PROJECT CLOSEOUT:**

1. **Grant Administration**
   a. A Grant Administrator will be assigned to the Project.
   b. The Grant Administrator will assist the SPONSOR with reimbursement requests to the funding agencies. The project duration requiring this task is estimated to be twelve (12) months.
   c. Grant Administration services provided herein apply to the construction observation phase only.
   d. Grant Administration services shall also include necessary reporting and processing of FAA required paperwork.
   e. The Grant Administrator will coordinate electronic transfer processing of federal funds on behalf of the SPONSOR, when requested by the SPONSOR.

2. **As-Built Survey:** An as-built survey of the project area and an AGIS survey submission will not be required.

3. **Closeout:** The grant closeout entails obtaining records from the SPONSOR and organizing the project documents to conform with FAA requirements for closing out a federally funded project. During the period from the submittal of the final
paperwork and the audit to close the project, the consultant will field any
questions from the funding agencies as well as the SPONSOR.

4. **Record Plans:** Prepare and furnish two (2) hard copies, and one PDF electronic
version, of the Record Plans for the completed project to the SPONSOR. Copies
will also be provided to the federal and state funding agencies, if required. The
record plans must be supplied as a requirement of the contract. These plans will
show the completed construction per the inspector’s and contractor’s records.
They are, however, not to be construed as being 100 percent accurate.

5. **Construction Testing and Quality Control Report:** A Construction Materials
Testing and Quality Control Report for the completed project will not be required.

C. **SCHEDULE**

The CONSULTANT agrees to complete the work under this phase of the Agreement in a manner
satisfactory to the SPONSOR within twelve (12) months after award of a construction contract
and receipt of an executed copy of this contract from the SPONSOR accompanied by a
resolution from its governing body authorizing said execution or within such extended periods as
agreed to by the SPONSOR.

The CONSULTANT agrees to perform the services during the Construction Inspection Portion
of this agreement during the construction contract period estimated to be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Construction:</td>
<td></td>
</tr>
<tr>
<td>Project Manager:</td>
<td>7 @ 8 hrs.</td>
</tr>
<tr>
<td>Project Engineer:</td>
<td>7 @ 8 hrs.</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>5 @ 8 hrs.</td>
</tr>
<tr>
<td>Construction Contract:</td>
<td></td>
</tr>
<tr>
<td>Project Manager:</td>
<td>15 @ 8 hrs.</td>
</tr>
<tr>
<td>Project Engineer:</td>
<td>6 @ 8 hrs.</td>
</tr>
<tr>
<td>Construction Inspector (Inspection)</td>
<td>45 @ 8 hrs.</td>
</tr>
<tr>
<td>Construction Inspector (Pay Apps)</td>
<td>12 @ 4 hrs.</td>
</tr>
<tr>
<td>Post Construction:</td>
<td></td>
</tr>
<tr>
<td>Project Manager:</td>
<td>5 @ 8 hrs.</td>
</tr>
<tr>
<td>Project Engineer:</td>
<td>4 @ 8 hrs.</td>
</tr>
<tr>
<td>Construction Inspector</td>
<td>6 @ 6 hrs.</td>
</tr>
</tbody>
</table>

**NOTE:** THIS TABULATION DOES NOT INCLUDE ALL EXPECTED EFFORT BY CONSULTANT.
ECRA - ARFF Rehab - Construction Administration

Exhibit B
Chemung County

April 2022

FEE SUMMARY

<table>
<thead>
<tr>
<th>CONSTRUCTION SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. DIRECT TECHNICAL LABOR</strong></td>
</tr>
<tr>
<td><strong>2. ESTIMATED OVERHEAD EXPENSES AND PAYROLL BURDEN</strong></td>
</tr>
<tr>
<td>Based on Percentage of Direct Salary Cost</td>
</tr>
<tr>
<td>(exclusive of Premium Pay) with the estimated Percentage being 175.00 %</td>
</tr>
<tr>
<td><strong>3. SUBTOTAL OF ITEMS 1 &amp; 2</strong></td>
</tr>
<tr>
<td><strong>4. FIXED FEE / PROFIT</strong></td>
</tr>
<tr>
<td><strong>5. DIRECT EXPENSES</strong></td>
</tr>
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<td><strong>6. SUBCONSULTANT COSTS</strong></td>
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<tr>
<td>Foer Associates Architects</td>
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<tr>
<td><strong>7. SUBCONTRACT COSTS - (ESTIMATE )</strong></td>
</tr>
<tr>
<td><strong>8. OVERTIME PREMIUM</strong></td>
</tr>
<tr>
<td><strong>9. TOTAL FEE ESTIMATE</strong></td>
</tr>
<tr>
<td><strong>10. TOTAL FEE FOR ALL SERVICES</strong></td>
</tr>
</tbody>
</table>

NOTE: Authorized hours worked in excess of forty per week are subject to a premium time charge
ECRA - ARFF Rehab - Construction Administration

Chemung County

April 2022

McFARLAND-JOHNSON LABOR RATES

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CURRENT AVG. RATE</th>
<th>PROJECT AVG. RATE</th>
<th>2022 MAX. RATE</th>
</tr>
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<tbody>
<tr>
<td>Vice President (VP)</td>
<td>$93.74</td>
<td>$96.74</td>
<td>$93.74</td>
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<td>Division Director/Reg.Div.Director (DD)</td>
<td>$81.78</td>
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<td>Senior Project Manager (SPM)</td>
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<td>Sr. Project Engineer (SPE)</td>
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<td>Project Engineer (PE)</td>
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<td>Senior Engineer (SE)</td>
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<td>Assistant Engineer (AE)</td>
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<td>Senior Technician (ST)</td>
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<td>Assistant Technician (AT)</td>
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<td>Junior Technician (JT)</td>
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<td>Senior Inspector (SI)</td>
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<td>Inspector (I)</td>
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Assume Notice to Proceed: 4/30/2022
Design Project Duration (months): 18
Assume Salary Escalation: 4.0%

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<th>Year</th>
<th>Compounded Escalation Factor</th>
<th>% Work in year</th>
<th>Effective %</th>
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<td>2022</td>
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<td>2023</td>
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<td>2024</td>
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100.0% 103.2%
ECRA - ARFF Rehab - Construction Administration

Chamung County

April 2022

DIRECT COSTS

<table>
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<tr>
<th>CONSTRUCTION SERVICES</th>
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<tbody>
<tr>
<td>Travel Related Costs:</td>
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<tr>
<td>Vehicle Cost Plus Fuel</td>
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<td>Lodging and Meals</td>
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<td>Per Diem</td>
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<td>$7,796</td>
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Reproduction

- CADD Plots
- Prints
- Photocopies

Photo Costs

Telephone/Fax:

Postage/Delivery

Miscellaneous

$7,796
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<tr>
<th>PHASE/TASK</th>
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<td>Administration &amp; Project Management</td>
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<td>Meetings</td>
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<td>Shop Drawings/Design Review</td>
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<td>Project Management</td>
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<td>Construction Observation</td>
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<td>Applications for Permits</td>
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<td>Construction Inspection</td>
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<td>Grant Administration &amp; Project Observation</td>
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<td>Record Plans</td>
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<td>Total Hours - Construction Services</td>
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<tr>
<td>Total Labour Cost - Construction Services</td>
<td></td>
<td>444</td>
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</table>
Resolution authorizing advertisement for bids for Custodial Services at the Elmira Corning Regional Airport

Resolution #:

Slip Type: OTHER

SEQRA status
State Mandated False

Explain action needed or Position requested (justification):
Requesting a resolution authorizing advertisement for bids for custodial services, to include window cleaning, on behalf of the Elmira Corning Regional Airport.

The Director of Aviation, on behalf of the Elmira Corning Regional Airport, is requesting authorization to advertise for bids for custodial services, to include window cleaning. Prior bid, RFB-2064-R.

CREATION:
Date/Time: Department:
8/4/2022 9:19:32 AM County Executive

APPROVALS:
Date/Time: Approval: Department:
8/4/2022 9:21 AM Approved County Executive
8/9/2022 9:20 AM Approved Budget and Research
8/15/2022 1:20 PM Approved Legislature Chairman

ATTACHMENTS:
Name: Description: Type:
No Attachments Available