

## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority May 8, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, May 8, 2015 @ 12:08 pm in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

Chair Fisher welcomed Hon. Morris Sorbello from the Regional Advisory Board.

### Members Present:

Mr. William Fisher-Chair  
Dr. Donna DeSiato  
Mr. John B. Johnson Jr.  
Mr. Patrick Mannion  
Ms. Beth Rougeux  
Ms. Irene Scruton  
Mr. Don Thompson  
Hon. Damian Ulatowski  
Ms. Eleanor Ware

### Members Absent:

Hon. Khalid Bey  
Dr. Shiu-Kai Chin

### Also Present:

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Cheryl Herzog  
Ms. Heather Malinowski  
Mr. R. John Clark  
Hon. Morris Sorbello (RAB)

### Roll Call

As noted, all Board members were present, except for Hon. Khalid Bey, Dr. Shiu-Kai Chin.

### Reading and Approval of the Minutes

A motion was made by Mr. Mannion and seconded by Mr. Johnson and was unanimously approved to accept the minutes from the March 13, 2015 meeting.

The motion was approved 9 ayes, 0 nays.

## **Presentation:**

- Chip Clark, D’Arcangelo – Audit for FYE June 30, 2014

*Mr. Fisher explained to the Board that the Audit Committee went into Executive Session with the audit firm D’Arcangelo without management present. The Audit Committee spoke with the Auditor to ask if there was any information or concerns they needed to understand, and the response was there was no reason for any concerns and therefore no additional discussion would need to be addressed to the board.*

The Board agreed to take the meeting out of order and go New Business to vote on the Resolution approving the draft audit.

- **Resolution #8 – Resolution Approving the Fiscal Year End 2014 Draft Audit of the Syracuse Regional Airport Authority** was moved by Dr. DeSiato and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Mr. Fisher  
There was no further discussion regarding the resolution.  
The resolution was adopted: 9 ayes, 0 nays

## **Executive Director’s Report**

Ms. Callahan discussed the Upstate Revitalization Initiative information that was included in the Board packet. Ms. Callahan presented to the board the airport’s plan for being a part of any submission that will go to the Regional Economic Development Council for consideration. Ms. Callahan explained that seven upstate NY regions will compete for three, one-time \$500 million economic developments investments from the State of New York’s Upstate Revitalization Initiative. Ms. Callahan explained the anticipated criteria and requirements. Ms. Callahan compared the Upstate Revitalization Mission along with the SRAA Mission and pointed out the similarities.

Ms. Callahan indicated this is very preliminary and just yesterday, Thursday, May 7<sup>th</sup> the Transportation and Logistic Infrastructure workgroup met. The meeting was to develop the rationale for inclusion in the program which is due on Monday, May 11<sup>th</sup>.

Ms. Callahan reviewed the regional industry concentrations and explained how the airport touches every one of them. Ms. Callahan stated how well we fit into the different sectors. Dr. DeSiato asked Ms. Callahan if she could ask them about the manufacturing piece and to specify if they are referring to advanced manufacturing. Ms. Callahan stated she will find this information out. Ms. Callahan indicated our strategic plans relevant to the airport have identified a number of specific goals in areas that we could package into the larger revitalization plan that is focused on the airport. Ms. Callahan reviewed the Future of SYR Revitalization information that was included in the packet. Ms. Callahan indicated that this is a one time opportunity that we would like to be a part of. We think that the airport serves every other sector that is being considered.

Mr. Ulatowski asked if the submission would be part of a larger proposal at the county level or just from the Authority toward the \$500 million. Ms. Callahan answered yes and no, we are part of the transportation group, hopefully we will be part of the final submission that the transportation group will bring to the Regional Economical Development Council, and that we are also looking at a separate application that we will submit. Ms. Rougeux asked if we would be submitting for the URI as well as the CFA. Ms. Callahan explained we reengaged with Mr. Steven Baldwin to help to identify the areas we are eligible for. Ms. Callahan indicated our part has been completed and was submitted for the Monday deadline.

Mr. Fisher stated that there are CFA workshops available and suggested that someone should attend one of those sessions. Ms. Callahan informed the Board that Mr. Baldwin will be looking into all aspects of the funding so we do not miss any opportunities.

Ms. Callahan stated she will have a full report next month with concessions and projects and other items

### **CFO's Report**

Mr. Amond stated prior to his formal report on the budget he wanted to add compliments to Maureen Fogarty for the audit report. Ms. Fogarty put in an incredible amount of work throughout the year and also did a great job working with two different audit firms.

Mr. Amond indicated his report was going to focus on the budget. Mr. Amond reviewed the budget cycle process. The first draft went to the Finance Committee last month and today was the second draft review which is now being submitted to the Board, and then in June the final version will be submitted for the Board's official approval. Mr. Amond stated he will present the Capital budget briefly today but in a preliminary form.

Mr. Amond continued and reviewed the Operating Budget which is a balanced budget that includes some transfers to various reserve funds. Mr. Amond informed the Board that the format of the budget will change this year with two goals in mind; one to make it more useful to airport managerial staff, and the second goal is to make it transparent as we move forward into the rates and charges methodology that we will use with the airlines. Mr. Amond explained to the Board that because we are making these changes we cannot provide detailed history at this time but will be able to moving forward. Ms. Fogarty will work on how to track expenses going forward against the new categories. This will allow for us next year to show a projected 16-17 budget along with 15-16 budget with our actual numbers.

Mr. Amond explained to the Board the breakdown of the general categories for revenue and expenses. Mr. Amond continued with the review of the preliminary Capital Improvement Program for the upcoming year. Mr. Amond explained there are two categories to the Capital Improvement Program; the ones that are eligible for FAA funding through the airport improvement program and any project that is eligible the FAA pays 90% of the cost, New York State pays 5% and the Authority would pay 5%. The other category would be funded locally and is for upgrading projects like the elevators, escalators, flooring and seating in concourses.

Ms. Rougeux asked who sets the A, B and H projects. Ms. Callahan explained that she and Mr. Amond had asked the department heads to submit a list of projects for their specific area, and these lists were reviewed by Mr. Amond and herself. The requests were assigned a level of priority based on other things that need to be accomplished.

Chair Fisher mentioned that next month the Board will vote to adopt the budget.

Ms. Rougeux asked about the rental of the conference facilities, Ms. Callahan explained the conference facilities are used by our tenants at no cost, also there have been outside groups have rented the space based on the number of people and it was going very well.

Dr. DeSiato spoke regarding the accomplishment of the audit and the transition of this magnitude, and doing it relatively seamlessly within a year and having internal controls in place is significant. She also mentioned that as we review the budget going forward we need to look not only at the annual budget, but also long term so there can be a future plan to strategize how to accomplish costly projects or purchases. Mr. Amond commented that tentatively in September we will bring to the Board some of the long range planning and part of that will be long range financial planning.

### **Old Business**

Chair Fisher motioned to go into executive session to discuss matters pertaining to several different things, one is the lease of real property (resolution in packet), another is issues related to pending litigation and, finally, matters leading to the employment of a particular corporation also related to a resolution in packet. The motion was approved by Mr. Thompson and seconded by Ms. Ware, Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark went into executive session at 1:03 p.m.

Dr. DeSiato left the meeting at 1:15 p.m.

Executive session ended at 1:45 p.m. No action was taken.

### **New Business**

- **Resolution #5 – Resolution Approving Selection of Parking Management Services Provider; Authorizing Negotiation of Definitive Parking Management Services Agreement and Appointment of Authority Liaison and Point of Contact for such Negotiations and all Services to be Performed Under Parking Management Services Agreement** was moved by Mr. Ulatowski and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Mr. Fisher  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #6 – Resolution Approving a Ninety Day Letter of Intent with Syracuse Jet Real Estate Management, LLC Regarding Development of a Second Fixed Base Operations Facility at Syracuse Hancock International Airport** was moved by Ms. Ware and seconded by Ms. Rougeux and was unanimously approved

The resolution was presented by Mr. Fisher and Mr. R. John Clark.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution #7 – Resolution Adopting Financial Disclosure Policy for Board Members, Officers and Employees and Form of Financial Disclosure**

Chair Fisher presented the Resolution to the Board. Chair Fisher explained the City has a form that we have previously completed but we have been informed by Mr. R. John Clark that the appropriate form that we should be completing is the Financial Disclosure form for Onondaga County. After much discussion among the board there was a motion made by Mr. Thompson to table the resolution and seconded by Mr. Mannion.

### **Adjournment**

A motion was made by Mr. Johnson and Ms. Rougeux to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2:10 p.m.