

## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

August 8, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, August 8, 2014 @ 12:04 pm in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by Chair, Mr. William Fisher.

### Members Present:

Mr. William Fisher-Chair  
Hon. Khalid Bey  
Dr. Donna DeSiato  
Mr. John B. Johnson Jr.  
Hon. Mark Nicotra  
Ms. Beth Rougeux  
Ms. Irene Scruton  
Mr. Don Thompson  
Ms. Eleanor Ware

### Members Absent:

Dr. Shiu-Kai Chin  
Mr. Patrick Mannion

### Also Present:

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Maureen Fogarty  
Ms. Cheryl Herzog  
Ms. Heather Malinowski  
Ms. Jennifer McIntyre  
Mr. Andrew Serota  
Mr. R. John Clark  
Hon. Morris Sorbello  
Mr. Christopher Randall

### Roll Call

As noted, all Board Members were present, except for Dr. Shiu-Kai Chin and Mr. Patrick Mannion

## **Reading and Approval of the Minutes of the Previous Month**

A motion was made by Ms. Scruton and seconded by Mr. Nicotra and was unanimously approved to accept the minutes from the June 13, 2014 regular meeting.

The motion was approved 9 ayes, 0 nays.

## **Executive Director's Report**

This report provides an update on the status of several initiatives, projects, and priorities as they relate to the City of Syracuse Department of Aviation and the Syracuse Regional Airport Authority.

*Ms. Callahan provided a PowerPoint presentation for the Board as she reviewed her report.*

### **1. Projects**

#### **Terminal Concessions**

- New York Times Books and News opened on July 21<sup>st</sup>.
- Middle Ages Express currently under construction.
- CNBC Retail (former Gate 27) under construction.
- Johnny Rockets construction scheduled to begin week of August 4<sup>th</sup>.
- June sales \$532,630.08
- May sales \$470,917.42

#### **Airfield Projects**

- Rehabilitate Access Road and Parking Apron
- Construct Sand Dome
- Construct Snow Removal Equipment Building
- RON Apron

#### **Parking Garage Rehabilitation Phase I**

Rental cars have been relocated, construction started on first floor, scheduled for completion by Thanksgiving.

## Gate Electrification

All Ground Power Units and Pre-Conditioned Air Units have been installed.

## Emergency Operations Center

Construction continues on the EOC, scheduled for completion in September, to be followed by a media event and tour of the new facility.

### **2. Airlines/Air Service**

- American and USAirways have “co-located” with American now operating at Gate 5 (move from Gate 12).
- JetBlue relocation ongoing.
- Golf Bag promo launched July 22<sup>nd</sup>; update on upcoming promotions.

### **3. SRAA**

Work continues on the Annual Report to the Community and preparation for the Annual Meeting.

### **4. Regional Advisory Board**

- RAB members were asked to forward the online survey to their local Chambers of Commerce/Convention and Visitor Bureaus.
- Next meeting is on August 13<sup>th</sup>.

### **5. Public Relations/Media/Community Involvement**

- The U.S. Green Building Council been awarded a Leadership in Energy & Environmental Design (LEED) rating of Gold for the Passenger Terminal Security and Access Improvement Project.
- Meeting with Aurora of CNY to discuss establishing an Accessibility Committee.
- Numerous updates to website including new FAQ page.
- Attended the bi-monthly NYS Business and Travel Association member meeting.
- Attended CenterState CEO’s High Altitude Event – sponsored by Delta, held at WCNY.
- Held 1<sup>st</sup> Annual Airport Employee BBQ on July 25<sup>th</sup>.

## 6. Upcoming Items/Projects

- Phase II of the Public Art Program with the installation of *Mock Two*.
- Update the apron parking plan/jetbridge and gate layout.
- Replace carpeting and seating in both concourses.
- Parking Management RFP
- Lighting RFP (Garage and Open Lots)

Advertising RFP

Installation of airline check-in kiosks pre-security

**Legal/Executive Session** Mr. Fisher made motion to go into executive session to seek counsel from the SRAA's attorney about several matters that are under negotiation. The motion was approved by Ms. Ware and seconded by Ms. Scruton. Board Members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 12:29 p.m.

Executive session ended at 1:29 a.m. No action was taken.

### **New Business**

**Resolution #23-Resolution Approving Extension of Letter of Intent with Syracuse Jet Real Estate Management Regarding Development of a Specialized Aircraft Service Operations Facility at Syracuse Hancock International Airport** was moved by Mr. Johnson and seconded by Ms. Rougeux and was unanimously approved.

The resolution was presented by Mr. R. John Clark.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

**Resolution #24-Resolution Approving an Amended Parking Policy for the Syracuse Regional Airport Authority** was moved by Mr. Johnson and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Ms. Scruton.

Ms. Scruton explained the policy to the Board members

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

**Resolution #25-Amended Resolution Authorizing the Executive Director to Accept Grant Offers and Enter into Grant Agreements with the Federal Aviation Administration and New York State Department of Transportation for Projects Related to the Improvements of the Syracuse Hancock International Airport** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Ms. Callahan.

There was no further discussion regarding the resolution.

The resolution was adopted: 9 ayes, 0 nays

Dr. DeSiato left the meeting at 1:38 p.m.

### **CFO's Report**

- Ms. Fogarty and the accounting staff have been working diligently to implement the new payment procedures. They have done a great job. We are currently processing purchase requisitions and purchase orders either through the County purchase department or directly. Today was the third batch of checks issued by the Accounting Department for the Syracuse Regional Airport Authority.
- The final draft of the employee handbook has been completed and has been sent to the Human Resource Committee.
- A new report has been developed for the Finance Committee which was presented to them at their meeting today. This report summarizes where the Authority's cash is being held. This is part of the cash management policy to report this quarterly.
- Trent, along with Maureen, had meetings with Testone, Marshall & Discenza who will be auditing the City part and D'Archangelo and Co. will be auditing for the Authority. There is a plan in process and Ms. Fogarty and Mr. Amond will continue to work with them regarding the audits.
- Recruiting process for the General Counsel position has been started. The goal is to have this position filled by the end of the year with a start date after the first of the year.

### **Committee Reports**

*(Copy of each Committee Report attached)*

- Mr. Don Thompson, Chair gave the Human Resource Committee Report
- Ms. Irene Scruton, Chair gave the Governance Committee Report

There was no further discussion among the Board.

## **Department of Aviation Report**

*(Copy of Report attached)*

Report was reviewed by the Board: there was no further discussion.

## **Old Business**

There was no Old Business to discuss.

## **iPad Distribution/Presentation/Training**

iPad's were distributed to the Board members and Ms. Malinowski presented a PowerPoint training to the Board. These iPads will be used for future meeting materials and also for Board member emails.

## **Adjournment**

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

The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2:14 p.m.