

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority February 8, 2013

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, February 8, 2013 @ 12:04 PM in the Walnut Room located in the Best Western Hotel at Syracuse Hancock International Airport by Chair Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Mr. Patrick Mannion
Ms. Irene Scruton
Ms. Beth Rougeux
Dr. Donna DeSiato (via telephone)
Dr. Robert DiFlorio
Ms. Judy Flanagan (via telephone)
Mr. Khalid Bey
Me. Donald Thompson
Mr. John B. Johnson
Ms. Eleanor Ware

Members Absent:

Also Present:

Ms. Christina Callahan
Ms. Jennifer McIntyre
Ms. Cheryl Herzog
Mr. Christopher Randall
Hon. Morris Sorbello
Mr. Gary Robb
Mr. John McCann
Ms. Janelle Taylor

1. Roll Call

As noted above, all Members were present, except for Dr. DeSiato and Ms. Flanagan.

2. Reading and Approval of the Minutes of the Previous Month

A motion was made by Ms. Ware and seconded by Ms. Scruton to accept the minutes from the January 11, 2013 regular meeting.

The motion was approved 8 ayes, 0 nays.

Mr. Mannion joined the meeting at 12:10 p.m.

3. Report of Officers

The Chairman's Report was read by Chair Fisher.

Chair Fisher stated that per his request, the Committee Chairs agreed to suspend Committee meetings for the months of February, March and April in order to prepare for the transition of the Operating Certificate from the City of Syracuse to the Syracuse Regional Airport Authority.

Chair Fisher informed the Members that he has had several meetings with Mr. John McCann and Mr. Steve Shaw of Hancock & Estabrook to discuss and make changes to the drafted agreements between the Authority and the City of Syracuse. The City's Law Department asked for the two agreements (Lease Agreement and the Airport Operations Services Agreement), and after reviewing the agreements, the Law Department asked the Authority to combine the two agreements into one. The Authority's lawyers stated this could be done and they went ahead and combined the two documents into a draft form of an Airport Lease and Services Agreement. The 40 year lease agreement allows the Authority to contract with the City of Syracuse or the Department of Aviation for the services provided by the unionized employees and is now integrated into a single document. Chair Fisher stated this document has not been shared with the City of Syracuse; it is being reviewed so there is a clear understanding what will happen once the Authority starts operating the Airport.

Chair Fisher stated that on January 30, 2013, he had a meeting with Mr. Steven Baldwin, President of Steven Baldwin Associates, Mr. William Ryan, Chief of Staff with the City of Syracuse and Ms. Christina Callahan. Chair Fisher stated that Steven Baldwin Associates is a firm that provides consulting services and that the City has retained to SBA to assist with the transfer of the Part 139 Operating Certification from the City to the Authority. Chair Fisher stated that Mr. Baldwin reviewed the process that the Authority will have to undergo in order for the transition. Chair Fisher stated he believes it could be between four to six month process to complete the application and an additional eight month process for the FAA to review and approve. Mr. Baldwin recommended that the Authority begin working towards forming a transition team. Chair Fisher stated that once that transition team has been assembled, it will go to Washington, D.C. to meet with the FAA. Chair Fisher stated that Mr. Baldwin informed him that it is an approximate eight month process. Chair Fisher distributed a copy of the transfer application. Chair Fisher stated that he is waiting to hear from the City of Syracuse on the status of forming a transition team.

Dr. DeSiato joined the meeting at 12:17 p.m. via telephone.

Chair Fisher informed the members that he intends to go into executive session at the end of the meeting to discuss when the Authority should start to hire employees, specifically the Executive Director.

Chair Fisher stated that the Authority may have to hire an individual or firm, with the skills of a Chief Financial Officer (CFO), to assist the Authority in creating policies, procedures and systems related to accounting.

Chair Fisher stated that he has had discussions with the Human Resources Committee regarding positions and employment. Chair Fisher also stated that the Committee needs to decide how the Authority is going to sequence the order of positions that need to be filled during the hiring process.

Chair Fisher stated that on January 30, 2013, he also had a meeting at City Hall with Mayor Miner, Mr. William Ryan, Ms. Christina Callahan and Mr. Donald Thompson regarding a study that InterVistas conducted for an updated Food and Beverage Concession Program after the completion of the new terminal. Barney Parrella with InterVistas joined the meeting via telephone and presented the meeting attendees with a PowerPoint presentation.

Mr. Fisher stated that Mayor Miner has requested the Authority to form an RFP Committee and so when the time comes the Authority will be able to move forward. The Authority currently has no legal authority to issue an RFP for the Food and Beverage Concession. The City is in the process of drafting the contract. Once the contract is finalized it will go to the Common Council for final approval. Once the contract is approved the Authority will be able to send out the RFP for the Food and Beverage Concession prior to receiving the FAA Operating Certificate.

Mr. Fisher stated that per the suggestion from Mr. William Ryan, Chief of Staff he met with Ted Trespasz, the City's bond counsel. The purpose of the meeting was to gain a better understanding of Serial Bonds and Bond Anticipation Notes. Mr. Trespasz advised Mr. Fisher that there are fiscal advisors that specialize in airport debt. Mr. Trespasz is going to provide a list of firms. Mr. Fisher once he receives the list he will contact one of these firms and set up a meeting to clarify the borrowing process for the Authority.

The Secretary's Report was given by Ms. Callahan. The report outlines the activities of the Syracuse Regional Airport Authority (SRAA) from the last meeting of January 11, 2013 through February 8, 2013.

- Updated SRAA information on www.syairport.org as needed.
- Coordinated, prepared for and participated in the Audit and Finance Committee meetings.
- Reviewed and processed 4 invoices from G4S totaling \$189,611.63
- Received correspondence from the Oneida County Office of the County Executive appointing F. Richard Gifford, Oneida County Commissioner of Aviation, to the Regional Advisory Board.
- Received FOIL request from Bartlo, Hettler & Weiss, Attorneys and Counselors at Law. The request was for copies of CBA's between the City and Syracuse Firefighters, IAFF, Local 280. A response was sent referring the requestor to the City of Syracuse Officer of the Corporation Counsel.

4. Department of Aviation Report

Ms. Callahan reported to the Authority that in addition to the monthly Department of Aviation Report, she will provide a monthly report on projects and initiatives she is working on. Ms. Callahan feels that this will help the Authority learn more about the operation. Ms. Callahan distributed the report to the Authority Members. Ms. Callahan reviewed the report with the Authority Members.

- The 2013 – 2013 Budget was submitted on-time.
- The Department of Aviation has closed out the 2011-2012 fiscal year with a surplus. Ms. Callahan explained that under the Use and Lease Agreement the airlines will receive a pro-rated share of that surplus.
- The Car Rental Agreement with the on-site car rental agencies is in the process of being finalized.
- Ms. Callahan reviewed with the Authority Members several items listed that are appending approval by the Syracuse Common Council.
- The Airport submitted several applications to the FAA 2013 Airport Improvement Programs.
- Ms. Callahan updated the Authority Members on the checkpoint progress. The new baggage screening system has been implemented.
- North concourse airlines have been moved back to their original location. South concourse to move back sometime next month.
- Contact has been made with a couple of carriers regarding new service. Conversations have been positive.
- Attending the Network Conference in March “Speed dating with airlines” it gives airport representatives the opportunity to meet with a variety of carriers.
- Research is being done on a Screening Partnership Program. This allows airports to opt out of the federal model of passenger and baggage screening, by using private screeners. TSA’s workforce is now unionized and there have been some staffing issues. The Screening Partnership Program will allow more screener’s onsite. The Airport would not hire the private screeners the airport would request TSA to use private screeners.
- City is in the process of engaging Steven Baldwin & Associates to work on a strategic plan for the Airport. Moving forward this will help the Authority by knowing where we are today and where we need to be. Mr. Mannion will be part of the team that will work on this plan.
- Meetings have been held with the Syracuse Public Art Commission. There was \$50,000.00 put into the proposed budget to develop an arts program for the airport.
- Dues have been renewed with NYAMA. NYAMA is an organization that promotes aviation growth in New York State. NYAMA has asked Syracuse to host next year’s fall conference. This will be voted on at NYAMA’s February 27th meeting.
- A meeting was held with Steve Miron from Brighthouse Networks at the request of Rob Simpson regarding long lines at checkpoints. Steve Miron is in contact with the Commissioner to discuss recommendations to help alleviate this problem.

The Department of Aviation Monthly Progress Report was given by Ms. Callahan. The report outlines the key accomplishments that took place from the last meeting of January 11, 2013 through February 8, 2013 at the Department of Aviation.

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

- Daily cleaning of all sidewalks and roads located in front of the Terminal Building
- Responded to various work orders
- Maintenance performed on all winter snow removal equipment
- Snow removal operations of all runways/taxiways/airport roads and sidewalks

Aircraft Rescue and Fire Fighting (ARFF)-Station 4:

Captain Terry Krom

- Responded to 24 total alarms
- ARFF conducted a Department of Aviation Emergency Operations Center exercise

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

- Maintained/Ordered stock as needed
- Performed building walk-throughs
- Assignment reviews

Compliance/Regulatory:

Ms. Christina Callahan (Commissioner of Aviation), Mr. John Carni (Deputy Commissioner of Aviation), Mr. Joseph Bergh (Aviation Attorney)

- Reviewed miscellaneous insurance certificate and endorsements for contractors, airport tenants, airlines and concessionaires and, where appropriate, corresponded with insurance brokers.

Finance/Accounting:

Ms. Ro Bartolo (Supervisor Airport Accounting Division)

- Invoicing of tenants
- Requisitioning/Purchasing
- Paying Vendors
- Auditing tenants
- Completed 2013-2014 Budget and submitted to the Budget Director
- Submitted the 2012 Cargo Report in accordance with FAA requirements

- Testone, Marshall & Discenza are in the process of concluding the 2011/2012 audit

G4S:

Michael Calkins (Site Supervisor)

- Challenges - 5885
- Arrests - 1
- Property Checks - 3382
- Pistol Verifications - 17
- Parking Tickets - 191
- Uniform Traffic Tickets (UTT) - 1
- Incidents - 230
- DR Reports - 30

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports
- Reviewed and maintained nightly airfield light checks to ensure that mandatory lights and signs are operating in compliance with the FAA regulations
- Maintained and serviced four lagoons (location of collected fugitive glycol that is used to deice aircraft in cold temperatures)
- Vehicle escorts for the Terminal Project
- Coordinated with Onondaga County Department of Water Environment Protection regarding the monthly release from the Airport Tricheator System.
- Conducted field inspections and airfield as well as roadside lighting inspections
- Collating de-icing fluid in (lagoon one) from all de-icing pads
- Plowed all emergency gates, fire roads and lagoons
- Assisted OCWA with a water main break on the East side of Runway 15-33
- Escorted the surveyor for the new RON Apron

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Maintained the following records:
 - Leave approvals
 - Time sheets
 - Mileage logs
 - Leave calendar

- Scheduled necessary physical exams and drug testing for new hires and required personnel
- Scheduled employees for appointments with benefits coordinator
- Responded to grievances and maintained communication between the Department of Aviation and the union representatives
- Posted any vacant positions
- Interviewed and filled vacant positions
- Attended monthly meetings of Accident Review Committee

PR/Media/Communications:

Ms. Christina Callahan (Commissioner of Aviation), Ms. Jennifer McIntyre (Marketing Coordinator)

- Ms. Callahan and Ms. McIntyre met with Tracey Kegebein from the Syracuse Convention and Visitors Bureau to coordinate a plan for Syracuse to host the 2014 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show
- Ms. Callahan and Ms. McIntyre met with members from the Public Art Commission and Kate Auwaerter, Public Art Coordinator for the City of Syracuse regarding implementing an art program at the Airport

Projects:

Mr. Ray Borg (Facilities Engineer), Mr. Jeff Hopson (GIS Specialist)

- Maintained the Flight Information Display System (FIDS) to ensure the most accurate flight information is being displayed throughout the Terminal building
- Issued the Monthly Flight Guide
- Facilitated baggage belt system training for airlines and TSA staff
- Reviewed and issued permits to Airport tenants
- Routinely made updates to the website
- Successfully addressed Help-Desk cases
- Technical and Management oversight of the following projects:
 - North Concourse Bathroom Upgrade
 - Terminal Security Upgrade
 - SRE Building Upgrade
 - Sand Building Upgrade
 - Maintenance Area Repaving
 - South Concourse Roof Replacement
 - Air National Guard Barrier Removal
 - Runway Obstruction Removal
 - Airport Taxiway & Ramp Pavement
 - Parking Garage Structural Repair

- Entrance Road Signage Improvement
- Airport Welcome Center
- Airport Emergency Operations Center
- South Concourse Doors & Frames Replacement
- Emergency Operations Center Design

Security:

Mr. John Carni (Deputy Commissioner of Aviation), Mr. Dan Ryan (Assistant Security Coordinator)

- Trained and badged 17 individuals
- 57 threat assessments submitted to the Department of Homeland Security
- 46 sets of fingerprints submitted to the FBI
- Renewed 43 badges

Travel:

Ms. Joanne Kitts (Secretary to the Commissioner of Aviation)

- Scheduled various meetings for the Commissioner of Aviation
- Arranged for accommodations of food service and meeting areas
- Arranged quarterly project status meetings with consultants
- Arranged various travel requests
- Completed all invoice forms received
- Prepared all necessary paperwork for the Commissioner's signature from consultants
- Answer phone call for the Commissioner
- Processed all mail
- Filled out parking requests

5. Committee Reports

The Audit Committee Report was given by Committee Chair Dr. DiFlorio. Ms. Callahan explained to the Committee Members the reasoning for the short time frame for completing the Audit. An Audit was not submitted with last year's 2012 Annual Report, a letter of intent was sent. The Audit is a required document for the Annual Report therefore this remains opened in the PARIS report.

The Finance Committee Report was given by Committee Chair Ms. Judy Flanagan.

6. New Business

Resolution #2-Resolution Forming a Special Ad Hoc Committee Regarding the Leasing, Development and Operation of Food and Beverage Concessions at Syracuse Hancock International Airport was moved by Ms. Rougeux and seconded by Mr. Johnson.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays.

Resolution #3-Resolution Appointing Members to Authority Special Ad Hoc Committee for the Leasing, Development and Operation of Food and Beverage Concessions at Syracuse Hancock International Airport was moved by Ms. Ware and seconded by Mr. Thompson.

The resolution was presented by Chair Fisher. There was no discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays.

A motion was made by Dr. DiFlorio and seconded by Mr. Thompson to go into executive session to consult with their attorney.

The Authority Members, Ms. Callahan and Mr. McCann went into executive session at 1:25 p.m.

Executive session ended at 2:32 p.m.

7. Adjournment

A motion was made by Dr. DeSiato and seconded by Ms. Scruton to adjourn the meeting.

The motion was approved: 8 ayes, 0 nays

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