

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority January 9, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, January 9, 2015 @ 12:10 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 and new Board member Mr. Damian Ulatowski. Chair Fisher informed the Board on the passing of Dave Moynihan, CPA with Testone, Marshall & Discenza and asked the Board for a moment of silence in his honor.

Members Present:

Mr. William Fisher-Chair
Hon. Khalid Bey
Dr. Shiu-Kai Chin
Mr. Patrick Mannion
Ms. Beth Rougeux
Ms. Irene Scruton
Mr. Don Thompson
Hon. Damian Ulatowski
Ms. Eleanor Ware (via video conference)

Members Absent:

Dr. Donna DeSiato
Mr. John B. Johnson Jr.

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer McIntyre
Mr. Andrew Serota
Mr. R. John Clark
Mr. John Carni
Mr. John Smorol
Mr. Antimo Pascarella
Hon. Morris Sorbello (RAB)

Roll Call

As noted, all Board members were present, except for Dr. Donna DeSiato and Mr. John B. Johnson Jr.

Reading and Approval of the Minutes

A motion was made by Ms. Scruton and seconded by Mr. Bey and was unanimously approved to accept the minutes from the November 14, 2014 meeting.

The motion was approved 8 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 Syracuse Regional Airport Authority. Ms. Callahan reported on the following:

1. Projects

Terminal Concessions

Say Si Bon under construction (Scheduled to open January 16th)

Johnny Rockets and E-Savvy under construction

E-Savvy is scheduled to open January 23rd and Johnny Rockets in the beginning of March. Creative Food is looking to hire 20 servers and wait staff for the Johnny Rockets location.

Concession Sales Report

November sales were up 31% over last year.

Updated Exit Portal Signage

Ms. Callahan showed a slide of the new exit portal signage that will be installed a week from Monday.

2. Airport Operations

Part 139 Annual Inspection

Inspection was completed and a letter will be sent within a month with any recommendations they may have. Ms. Callahan thanked the staff involved for ensuring that our records, training, response time, pavement and marking signage and lighting were sufficiently working. The inspector commented that he was impressed with ARFF's response time.

Snow Removal and Ice Control Presentation

Ms. Callahan informed the Board that we have developed a Board education program for 2015. The first topic selected was snow removal and ice control. Ms. Callahan introduced John Smorol, Airfield Maintenance Supervisor and Antimo Pascarella, Airport Operations Officer. The Board was able to view from the window of the boardroom the maintenance crew as they performed the function of the maintenance equipment. Ms. Callahan presented the snow removal operations of the Airport to the Board. Ms. Callahan stated there are 23 pieces of equipment in the Maintenance Department and stated the Airport has won awards from AAAE for the snow removal operations at Airports. Ms. Callahan also educated the board about the de-icing process at the airport. Ms. Callahan informed the Board that there is conversation going on with a company that was interested in recycling the de-icing fluid. Ms. Callahan also spoke about the Operations Department and how they are responsible for the runway/field conditions checks and reporting for the airport.

3. Airlines/Air Service Development

JetBlue relocation to Gate 3 & 4 has been completed

Allegiant service to Ft. Lauderdale will launch February 13th

2015 Air Service Development Plan

- *SYR is at the forefront of the next generation of air transportation.*
- *We have adapted and evolved to meet the needs of an industry that has been forever changed.*
- *We have partners who are willing to help us and our tenants be successful and profitable, sharing a common goal.*
- *Our focus is on customer service, managing risk, and optimizing opportunities for growth.*
- *We will enhance the customer experience, develop a sustainable, long-range financial plan, operate the airport safely and efficiently, create a service-oriented culture across the airport community.*

4. SRAA

2015 Board Education Program

Ms. Callahan reviewed the Board Education Program to the Board members and stated if there is any topic that they would like covered to let her know.

- **Session 1: DE-ICING & SNOW REMOVAL**
 - January 9th 2015
- **Session 2: AIRLINE USE & LEASE AGREEMENTS**
 - March 13th 2015
- **Session 3: AIR SERVICE DEVELOPMENT**
 - May 8th 2015
- **Session 4: AIR TRAFFIC CONTROL**
 - June 12th 2015
- **Session 5: STRATEGIC ARTICULATION PLAN**
 - September 11th 2015 (Annual Meeting)
- **Session 6: THE AIRLINES: FROM CHECK-IN TO BAGGAGE CLAIM**
 - November 13th, 2015

Chair Fisher stated he would like to see this as part of the training materials for new Board members and the Regional Advisory Board. Ms. Rougeux thanked Ms. Callahan for adding on the board education component, it's a good addition to the meeting.

RAB will be meeting on February 4th – Goals and Objectives for 2015

There is a full board of 8 members. Their primary role is to help promote the Airport throughout the region.

Distribute employee handbook to employees, schedule Employee Evaluations

Ms Callahan stated the handbook has been printed and distributed to SRAA staff.

5. Public Relations/Media/Community Involvement/Industry Organizations

Development of Marketing/Branding Plan

Ms. Callahan, Ms. Malinowski and Ms. McIntyre have been meeting with agencies to discuss marketing and branding

Management will work with Pinckney Hugo Group to define messaging direction, promote FlySyracuse to our stakeholders.

In the news

- Two live twitter events with the Executive Director

- Airshow for 2016
- American/US Airways sponsored the Snowball event
- New exhibit from the Everson Museum of Art
- SYR launched Holiday Free Parking Promotion

2016 Syracuse International Airshow

Scheduled for June 11th & 12th, 2016

VIP Meet/Greet Service

A service that we will provide to VIP passengers to provide gate to curb service. We are currently working with Turning Stone and Destiny. This service has to be approved through the office. A staff person will greet them off the plane and escort them to baggage claim and help them locate their ride. Currently this will be a free service. Ms. Rougeux stated this may be something Syracuse University could use with all the guest speakers they have.

Social Media

We are very active with Social Media we are on Facebook, Instagram, Pinterest and Twitter. Going to continue the live twitter chats we are trying to find the best time when people are available.

Public Art Program

New display from the Everson, we also have two displays on the second floor before security for Syracuse Camera Club.

New York Aviation Management Association

- *Focused on the Aviation Job Act*
- *Grow membership*
- *Continued Advocacy Efforts*
- *RPA/UAV/UAS public education*

Proposed AIP Projects for 2015/16

Ms. Callahan stated we met in November with the FAA and presented our 2015 Capital Improvement Program. Enclosed in the packet is the five year plan. Ms. Callahan stated that the FAA funds 90% of the projects, the State is 5% and the local share is 5% which comes out of the enterprise fund.

2015 projects proposed include:

Bathroom Renovations

Airline Ticket Counters

The canopy roof that is attached from the terminal building to the garage airfield related projects; a culvert underneath the service road at the approach end of runway 28 needs to be replaced, an additional jetbridge, snow removal equipment, obstruction removal.

Ms. Rougeux asked about the federal numbers and Ms. Callahan explained that they are the priority numbers. Chair Fisher asked if the Authority would ever be involved with deciding on the projects to select. Ms. Callahan explained she works with the division heads and wants them to come to us with the needs for their department. We also have to conduct an Airport pavement management study every ten years and our AIP program is adjusted to meet the needs of any pavement that needs to be rehabilitated. Ms. Callahan explained that anytime the FAA issues a new directive whether it is related to security or to safety they provide funding to make the necessary enhancements to comply with those directives. Ms. Callahan explained it is an evolving process and changes from year to year based on things that may happen. Mr. Amond explained that we have already talked about our plans to formalize the process, we want to be looking comprehensively at our facilities needs. We want to focus on maintaining our current facilities as well as adding new ones and that will entail looking at all projects and funding sources.

Chair Fisher asked how the bidding process works. Ms. Callahan explained it follows the City of Syracuse boilerplate and when it is FAA funded it also has to comply with Part 139 grant assurances. Chair Fisher asked if the Regional Advisory Board promotes throughout the catchment area. Ms. Callahan explained we advertise throughout these areas and also Hon. Morris Sorbello, RAB Board member stated they promote these opportunities in their areas.

Dr. Chin asked for what amounts to the follow-up slides of the 2015/16 Air Service Development, he would like more information so he has clearer understanding in case anyone asks in the public sector. Ms. Callahan stated she would provide him with more detail.

CFO's Report

1. Air Service Development Project

Worked with Ms. Callahan and Ms. Malinowski on an Air Service Development presentation.

2. IT RFP Project

a. Committee met twice to review proposals, interviewed one respondent, additional information will be presented in new business.

3. Prepare for Airline Use & Lease Discussions

- a. Reviewed current agreement and methodology*
- b. Developing recommendations for elements that we would like to see in the new airline agreements.*
- c. Creating Board education program for the month of March.*

4. Aviation Project Officer Recruitment

Received 15 to 20 resumes. This was advertised throughout the catchment area. We have completed the first round of interviews and will be doing second interviews very soon. The goal is to reach a hiring decision within the next few weeks.

5. Finalizing EOC

Worked with Ms. McIntyre and Captain Krom to finalize details. We are also looking to utilize this space for other purposes besides a drill a few times a year.

6. AIP Projects

Went to FAA Regional Office with Ms. Callahan, Ms. Fogarty and C&S representatives to present our 2015 AIP Plan.

Committee Reports

- Mr. Don Thompson, Chair for Human Resource Committee
- Ms. Irene Scruton, Chair for Governance Committee
- Ms. Callahan reported for Dr. Donna DeSiato, Chair for Audit Committee, in her absence.
- Mr. Patrick Mannion, Chair for Finance Committee

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

Chair Fisher made a motion to go into executive session to discuss matters pertaining to the proposed pending or current lease negotiations, collective negotiations pertaining to article 14 of the civil service law, matters leading to the appointment or employment of a particular person and the employment history of a particular person. The motion was approved by Mr. Thompson and seconded by Mr. Mannion. Board members, Ms. Callahan, Mr. Amond, Mr. R. John Clark, went into executive session at 1:27 p.m.

Mr. Bey left the meeting at 1:47 p.m.

Executive session ended at 2:15 p.m. No action was taken.

New Business

- **Resolution #1 – Resolution Approving Selection of Information Technology Management Services Provider; Authorizing Negotiation of Definitive Information Technology Management Services Agreement and Appointment of Authority Liaison and Point of Contact for Such Negotiations and All Services to be Performed Under Information Technology Management Services Agreement** was moved by Mr. Ulatowski and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Mr. Amond
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

- **Resolution #2 – Resolution Approving Executive Director’s Annual Employee Evaluation** was moved by Mr. Mannion and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Chair Fisher
There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

- **Resolution #3- Resolution Authorizing Executive Director to Negotiate and Execute Ninety Day Letter of Intent with Syracuse Jet Real Estate Management, LLC Regarding Development of a Fixed Base Operator Facility at Syracuse Hancock International Airport** was moved by Ms. Rougeux and seconded by Mr. Mannion and was unanimously approved.

The resolution was presented by Chair Fisher
There was discussion among the Board regarding a deposit. Mr. R. John Clark stated the resolution would not have to be amended, but it was the sense of the Board that there should be some type of deposit made as a condition to the letter of intent

There was no further discussion regarding the resolution.
The resolution was adopted: 7 ayes, 0 nays

Adjournment

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

The motion was approved: 7 ayes, 0 nays

The meeting was adjourned at 2:22 p.m.

DRAFT