

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority June 12, 2015

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 12, 2015 @ 12:01 p.m. at Griffiss International Airport facility located at 660 Hangar Rd, Suite 223, by Chair, Mr. William Fisher.

Mr. Russell Stark, Commissioner of Aviation at Griffiss International Airport and a member of the Regional Advisory Board introduced himself to the Board. Mr. Stark thanked the Board for allowing Griffiss to host the off-site meeting. Mr. Stark provided the Board with information about the facility. Mr. Stark spoke about the old Griffiss Air Force Base and how it was left abandoned and Chad Lawrence, Deputy Commissioner about 8 years ago was given the task of rebuilding the facility. Mr. Stark informed the Board that after the meeting he will provide a tour of the Million Air facility.

Chair Fisher informed the Board that Mayor Stephanie Miner appointed the newest Board member, Mayor of Auburn Mr. Michael Quill, who will be replacing Eleanor Ware. Chair Fisher introduced and welcomed Mayor Quill to the Board.

Members Present:

Mr. William Fisher-Chair
Dr. Shiu-Kai Chin
Hon. Khalid Bey
Mr. John B. Johnson Jr.
Ms. Eleanor Ware
Ms. Beth Rougeux
Ms. Irene Scruton (arrived 12:15 p.m.)
Hon. Damian Ulatowski

Members Absent:

Dr. Donna DeSiato
Mr. Patrick Mannion
Mr. Don Thompson

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer Sweetland
Mr. R. John Clark

Roll Call

As noted, all Board members were present, except for Dr. Donna DeSiato, Mr. Patrick Mannion and Mr. Don Thompson.

Reading and Approval of the Minutes

A motion was made by Ms. Rougeux and seconded by Mr. Ulatowski and was unanimously approved to accept the minutes from the May 8, 2015 meeting.

The motion was approved 7 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

Open to date:

- Market Express North and South
- Say Si Bon
- New York Times Books and News
- ESavvy
- Middle Ages
- Dunkin Donuts
- Jamba Juice
- Johnny Rockets

Under construction

- Middle Ages Beer Garden (North Concourse – Design Phase)

The Middle Ages Beer Garden is the last location in the terminal concession redevelopment program. Construction is scheduled to begin in July with completion slated for mid-September.

We have completed our first full year of the new concession contract with Creative Food. Consistently, sales have been higher 20% - 25% over the last concession year. Currently the minimal annual guarantee is set at \$500,000, but once we complete the year-end reconciliation (for 3/31/15) we expect the MAG (minimum annual guarantee) for year two to increase as it is based on 85% of the prior year's total sales.

Construction Projects

- Airfield Maintenance Rehabilitation Project (Ongoing)
- Pre-Check Enrollment Center (Design Phase)
- American Airlines Kiosk Replacement (Completed)
- National/Alamo Car Rental Ticket Counter Improvements (Completed)

Planned in 2015/16

- FAA Airport Improvement Program
 - Terminal Improvement Project Conceptual Design Study
 - Acquire Snow Removal Equipment
 - Jetbridge Installation (Gate 1)
 - Runway 15-33 LPV Obstruction Removal
 - Runway 28 Culvert Replacement
 - Conceptual Design Study to Reconfigure Exit Taxiways C, F, B & E (FAA Designated Hot Spots)

The Airport's 2015/16 FAA-funded Airport Improvement Program includes a mix of design, construction and equipment acquisition projects. Of particular importance is the Terminal Improvement Program Conceptual Design Study. C&S has partnered with Gensler, one of the premier terminal design architectural firms in the world, with the task of proposing a design plan to remove the existing canopy structure connecting the parking garage to the terminal and replace it with a modern, yet functional structure that protects passengers from the elements while providing an interesting design element to the front of the building; modernizing the façade of the entire terminal; rehabilitating the public portion of the terminal from the entrance to the new build-out including all public restrooms; replacing the airline ticket counters.

- Landmark Aviation, fact sheet in Board packet

Ms. Scruton joined the meeting at 12:15 p.m.

- Exit Portal Maintenance (see correspondence)

Ms. Callahan explained that a technician was assigned to come and look at the Portals and repaired all issues the portals were having. There is now a technician that has been trained that we can call, so there will be less downtime. Ms. Callahan stated the portals will be closely monitored to see if they keep functioning normally and if not, a recommendation will be brought to the Board. Ms. Callahan informed the Board that the portals reduce the human error factor that could happen when individuals are monitoring people that are coming and going. Ms. Callahan explained without the portals the Airport would be responsible to staff either a Law Enforcement Officer or G4S staff person at two concourses whenever traffic is exiting the airport. Ms. Callahan informed the Board that there are more styles of portals that could be considered if need be. Ms. Callahan stated it was good to have the meeting and the manufacturer was proactive. The issues with the portals were addressed and repaired. Chair Fisher asked about an annual maintenance agreement. Ms. Callahan stated this will be with the new contractor that has been trained by the manufacturer to provide routine maintenance. Chair Fisher asked how much we currently spend on the annual maintenance. Mr. Amond stated about \$60,000.00 which is currently with another company and will need to be switched over to the new company.

Ms. Rougeux asked if other Airports had this type of exit portals. Ms. Callahan stated we were not the first, but other Airports are now looking at them since there are many more options out there. Ms. Rougeux asked if other Airports that have

this type of exiting system were having the same problems. Ms. Callahan stated not that she is aware of. Ms. Callahan stated we know what the problems are and the portals will continue to be monitored. As we monitor this we may decide this might not be the best option for us. Mr. Johnson asked if the new maintenance company was local. Ms. Callahan stated they were not. Mr. Johnson stated we need to have adequate service and we need to be aggressive with this since it is a common complaint from passengers. Ms. Callahan agreed with Mr. Johnson and stated that is why we took the steps we did, C&S has been very good and they understand our position. Ms. Callahan stated we do want to keep our options opened and we will continue monitoring the portals.

Ms. Rougeux asked about the same type of exiting system at the Capital and if it was the same system. Ms. Rougeux suggested the Airport might want to see who repairs their system. Ms. Callahan stated the Airport could look into that.

- Republic Parking Transition Plan (see timeline on slide)
Chair Fisher spoke about the long term plan to get this garage to where it is, and that it is dependent on the revenue. Chair Fisher stated with their expertise it is hopeful to meet these goals. Chair Fisher stated the revenue is very important in this area. Ms. Callahan stated they spoke of preferred parking, premium parking and regular rate increases. Mr. Johnson asked who was responsible for maintenance of the elevators. Ms. Callahan stated the Airport is responsible for the maintenance and upkeep of the elevators.

Ms. Callahan stated in their proposal they showed their equipment, they will continue with the easy pass but will also have their own automated payment service where you can earn points if you become a member. They also have a web based program where you can check for parking availability before you leave and there will also be signage when arriving at the airport.

2. SRAA

- Representative Katko's Travel & Tourism Roundtable
- Employee Page added to website
- Conducted employee evaluations
- 2015 Annual Report to the Community draft form was presented to the Governance Committee. Ms. Malinowski is working on the content and graphics.
- MWBE Training/5 –year Master Goal Plan (see summary in supporting materials)

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

- MACNY Membership
- Airports Council International Membership
- 2016 Syracuse International Air Show Update(website will be going live on Monday, June 15th)

- Onondaga Citizens League Transportation Scoping Session
- Honor Flight (*mission 5 the largest flight so far, 180 people, next flight is scheduled on October 6th*)
- Accessibility Committee Meeting held on 5/6/15
Ms. Callahan stated a tour was provided so we could identify issues within our airport. Chair Fisher asked what happens to passengers after we meet their requests, are the airlines involved in this process. Ms. Callahan stated the Airlines have ADA requirements they have to meet and also participate in the Accessibility Committee meetings.
- Music @ SYR
Ms. Callahan stated that Ms. Sweetland has been working on getting new live music which will be scheduled in different areas of the airport. Mr. Johnson asked who provides the current music that we play in the airport daily. Ms. Callahan stated it is provided by Muzak.
- Social Media

CFO's Report

EOC Exercise and Training

Mr. Amond spoke about the tabletop exercise which was held on May 13th. This exercise is conducted once a year, and is an FAA requirement. These exercises prepare not only for Aircraft emergencies but other types of emergencies such as weather emergencies, hazardous material spills or unlawful interference with operations. Because of the range of situations that could occur there are a range of participants in these exercises. The last exercise that we held on May 13th, we had representation from the airport, fire and emergency medical services, hospitals, security agencies, airlines and miscellaneous organizations. All these exercises prepare us for our Tri-Annual drill that will be held on August 8th.

Mr. Amond educated the Board about the EOC (Emergency Operations Center). He indicated the role of the people in the EOC is to support the incident command center, and help them obtain resources required, which could be countywide, state level or federal level. It's a way to bring all the groups together to provide training, knowledge and resources for the incident.

Mr. Amond spoke about EOC training, which provides individuals the knowledge of the EOC, and equipment training so they are familiar on how to use it. The key to success is for the staff in the EOC to understand their role, the purpose of the EOC and the broader spectrum that the EOC is working under. The training for the EOC which was provided, was based on a New York State EOC course that was modified to reflect some of the specifics at Hancock Field. The training was conducted by Syracuse Deputy Fire Chief Mark Zoanetti and retired Deputy Fire Chief Bill Elderbroom. It covered principles from the national incident command system, how to use the equipment in the room and a tabletop exercise. Mr. Amond indicated we are excited about using our EOC for the Tri-Annual Drill in August.

Minimum Standards

Mr. Amond discussed the Minimum Standards with the Board. Mr. Amond indicated we are obligated by the grants we get from the Federal Government to make available the opportunity for companies to engage in commercial aeronautical activity at the Airport. The FAA sets a series of objectives and goals for the Minimum Standards from promoting safety to ensure efficiency of operations. Mr. Amond reviewed the guidelines with the Board which were included in the packet.

Mr. Amond reviewed the process and indicated that they consulted with specialized outside counsel. This is a firm that we have engaged with to help with this matter and also the Use and Lease Agreement with the Airlines. An initial draft was based on the current Minimum Standards document and some other documents that counsel gave to us for reference. This document was then put out to the interested public for comment and an open comment meeting was held, we solicited written and verbal comments, went back and revised again, then reviewed with counsel and came up with the proposed document. Counsel has approved this Minimum Standards document.

Proposed Operating Budget

Mr. Amond reviewed the balanced budget with the Board which has been previously distributed to the Board. This Budget is included in the packet. Mr. Johnson asked about renovations in the terminal, the carpet and seating in and when will that be taking place. Mr. Amond stated our hope is to have it done in this fiscal year. Mr. Johnson stated that this is not a good impression of the Airport when all the seating is torn and that is what the passengers see when these arrive or leave the Airport. Ms. Callahan stated that the seating is supposed to be done by the Airlines according to their lease agreement, but the Airport will be taking ownership of replacing the seating. Ms. Callahan stated we are working with C&S and Gensler to get a full design and this is a process that will take a little longer.

Chair Fisher informed the Board that the Budget will be voted on today and asked if there were any questions that they may have. There was not further discussion.

Ms. Callahan credited Ms. Fogarty for her expertise and Mr. Amond for his vision and understanding of the Finance Committee, the two did a great job with the Budget.

Board paused for lunch break.

Mr. Bey left the meeting at 1:30 p.m.

Old Business

No Old Business for discussion

New Business

- **Resolution #9 – Resolution Adopting the 2015-2016 Syracuse Regional Airport Authority Consolidated Budget** was moved by Ms. Scruton and seconded by Ms. Ware 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 #10 – (1) Approving Capital Improvement Program for Projects Related to the Improvement of the Syracuse Hancock International Airport; (2) Authorizing Executive Director to Apply for and Accept Grant Offers and Enter into Grant Agreements with the Federal Aviation Administration and New York State Department of Transportation for Such Projects; (3) Enter into Contracts to Undertake and Complete Projects; (4) Authorizing Expenditure of Funds on Projects** was moved by Ms. Rougeux 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 #11 – Resolution Adopting New Minimum Standards for Aeronautical Activities at Syracuse Hancock International Airport** was moved by Mr. Ulatowski 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 #12 – Resolution Authorizing Management to Negotiate and Enter into Air Show Support and Promotion Agreement with Mach 2 Management, Inc.** was moved by Ms. Rougeux and seconded by Ms. Ware and was unanimously approved

The resolution was presented by Chair Fisher
Ms. Callahan explained this is primarily based on timing. We submitted and received a response to have the Blue Angels perform. There are many aspects of an air show and this is why we need to have a professional to work with. Mach 2 is a company that has experience with air shows and has worked with us in the past. Ms. Callahan would like a waiver to enter into contract with Mach 2. Mr. R. John Clark reviewed the procurement policy and stated it was created by the Board and the Board has the authority to modify or waive provisions to accommodate procurements as necessary. Mr. R. John Clark stated that it was discussed to modify the procurement policy for situations like this where time was a factor. Mr. R. John Clark sees no problem with this request. Ms. Rougeux asked about funds made on the air show. Mr. Amond explained that any net

proceeds are required to go to a charity. Mr. Amond explained that there a very limited number of vendors that provide this service, we have worked with this vendor in the past and we know he is capable of meeting the requirements of the contract. Mr. Amond stated this is the reason we would like to select Mach 2, not just because of the timing factor. Ms. Callahan explained that we are required to look at our procurement policy every year so we can recommend changes to the Finance Committee.

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays

- **Resolution #13 – Resolution Authorizing Management to Undertake Renegotiation and Consolidation of Landmark Aviation Lease Agreements at Syracuse International Airport** was moved by Ms. Rougeux and seconded by Ms. Scruton and was unanimously approved

The resolution was presented by Chair Fisher and explained by Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays

- **Resolution #14 – Resolution Approving Engagement of Omni Procurement Solutions for MWBE Compliance and Consulting Services** was moved by Ms. Scruton and seconded by Mr. Ulatowski and was unanimously approved

The resolution was presented by Chair Fisher and explained by Mr. Amond

Mr. Amond explained time is a factor in this matter, we are looking at some hard deadlines with the state. Mr. Amond stated we have been diligently responding to the information the State is requesting and have been trying to schedule a meeting with them but have had no success to date. Mr. Amond indicated this a very complicated matter and Mr. R. John Clark has spent many hours researching the requirements of this area and we clearly do not have the expertise in-house to address these matters even if we had more time to spend on it. We have worked with Omni Procurement on another project, they were responsible for monitoring the MWBE requirements of the contracts for the Passenger Security Improvement project and were very detailed with their work. Mr. Amond stated we initially approached Omni to provide us with a proposal to help us address the issues we have at this point. Currently we need their assistance to help get us started and possibly in the future we can do it in-house. Ms. Callahan stated that Omni was on a list from the County indicating they are MWBE certified. Chair Fisher asked how long the contract with Omni will be. Mr. Amond explained this is a project based rather than time based. The four milestone will be first the five year plan, and subsequently each of the four quarterly reports that come due. Mr. Amond indicated that after this project we could go through a more formal process after this is completed. Ms. Callahan indicated that the last report is due January 15, 2016 and that should be the completion date for this project.

There was no further discussion regarding the resolution.

The resolution was adopted: 7 ayes, 0 nays

- **Resolution #15 – Resolution Approving Engagement of D’Arcangelo & Co for the Fiscal Year End 2015 Audit of the Syracuse Regional Airport Authority** was moved by Mr. Ulatowski and seconded by Ms. Ware and was unanimously approved

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

Standing Committee Reports/Supporting Materials/Correspondence

Chair Fisher asked the Board if anyone had any discussion regarding this agenda item. No one had anything further to discuss.

Chair Fisher informed the Board that after serving four years on the Syracuse Regional Airport Board of Authority, Eleanor Ware will be leaving to enjoy retired life. Eleanor was a tremendous asset to the Authority, providing extensive experience from her time at Syracuse University; especially in personnel and governance areas. Her wealth of knowledge on seemingly small details helped the Authority accomplish so much while ensuring everything that was done was comprehensive and thorough. Eleanor served on the Human Resources, Governance, and Finance Committees. Ms. Callahan thanked Ms. Ware for always being available and accessible for advice, guidance, and insight, Eleanor will be greatly missed by the Board. Ms. Ware thanked the Board for everything, she enjoyed her role on the Board and all the relationships that were built. We wish Eleanor all the best.

Adjournment

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

The motion was approved: 7 ayes, 0 nays

The meeting was adjourned at 2:23 p.m.