

Minutes of the Regular Meeting of the Syracuse Regional Airport Authority

June 13, 2014

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, June 13, 2014 @ 12:15 pm in the Board Room at the Antique Boat Museum located in Clayton, NY by Chair, Mr. William Fisher.

Members Present:

Mr. William Fisher-Chair
Dr. Shiu-Kai Chin
Mr. John B. Johnson Jr.
Mr. Patrick Mannion (via phone)
Hon. Mark Nicotra
Ms. Beth Rougeux
Ms. Irene Scruton (via phone 12:23/arrived 12:54)
Mr. Don Thompson
Ms. Eleanor Ware

Members Absent:

Hon. Khalid Bey
Dr. Donna DeSiato

Also Present:

Ms. Christina Callahan
Mr. Trent Amond
Ms. Cheryl Herzog
Ms. Heather Malinowski
Ms. Jennifer McIntyre
Mr. Andrew Serota
Mr. R. John Clark
Chris Randall-RAB
Grant Sussey-RAB

Invited Guests Attendance:

Gary DeYoung-Thousand Island Tourism Council
Carolyn Fitzpatrick-Jefferson County Board of Legislators
Bob Hagemann-Jefferson County Administrator
Chris Lyttle-Antique Boat Museum
Gary Rosenberg-Garrison Commander at Ft. Drum
Shane Sanford-Thousand Island Bridge Authority
Justin Taylor-Supervisor/Town of Clayton
Angelo Roefaro-Senator Schumer's Office

Chair Fisher thanked Mr. Johnson and all the hosts from the Jefferson County area. Chair Fisher read the Mission Statement to the attendees. Chair Fisher explained that the Board has agreed to have one meeting a year in a County that is represented by the Syracuse Regional Airport Authority.

Mr. Johnson introduced the invited guests from Jefferson County.

Roll Call

As noted, all Board Members were present, except for Hon. Khalid Bey, Dr. Donna DeSiato and Ms. Irene Scruton.

Reading and Approval of the Minutes of the Previous Month

A motion was made by Ms. Ware and seconded by Mr. Nicotra and was unanimously approved to accept the minutes from the May 9, 2014 regular meeting.

The motion was approved 7 ayes, 0 nays.

Presentations

Presentations were given to the Board Members by:

Col. Gary A. Rosenberg, Garrison Commander, Ft. Drum
Mr. Gary DeYoung, Executive Director, 1000 Islands International Tourism Council
Angelo Roefaro, Senator Schumer's Office

Prior to continuing with the meeting agenda, Chair Fisher introduced and welcomed our new SRAA Board Member, Dr. Shiu-Kai Chin who was appointed by Mayor Stephanie Miner and is the replacement for Judy Flanagan.

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.

1. Projects

Terminal Concessions

Jamba Juice opened on May 29th – samples were given away during the Allegiant Myrtle Beach launch event.

April 2014 sales report shows a 25% increase in sales over April 2013.

Construction has started on Middle Ages.

Airfield Maintenance Upgrades

Rehabilitate Access Road and Parking Apron (Bids due June 26th)

Construct Sand Dome (Bids due June 26th)

Construct Snow Removal Equipment Building (Bids received, funding allocated by FAA)

Parking Garage Rehabilitation Phase I

Relocation of rental cars (end of June)

Approval of C&S Work Order for Construction Observation/Administration

Gate Electrification

Additional electric service to terminal building.

Each jetbridge will be supplied with new ground power units.

Ms. Rougeux asked where the Garage Lighting project was with the City. Ms. Callahan indicated that we are drafting an RFP to replace the lighting in the garage and the open lots. This RFP started with the City of Syracuse but the City agreed that it made more sense to have the Syracuse Regional Airport Authority issue the RFP. Ms. Callahan also informed the Board that all individuals that responded to the City RFP have been informed.

2. Airlines/Air Service

Delta has added 200 seats to the ATL and MSP markets.

Jetblue relocation is ongoing.

American/USAirways co-location is ongoing.

Allegiant event at Clinton Square on May 13th celebrating “15 Years of Sunshine.”

Allegiant began direct service to Myrtle Beach on May 29th.

Allegiant’s inquiry on the availability of FIS facilities/possible international service to Carribean.

Trego-Dugan new ground service provider (Allegiant).

Jumpstart Conference in Edmonton June 24-27 – meetings scheduled with Air Canada,

Allegiant, Delta, Silver Airways, Southwest and Spirit

3. FAA Inspections

Airport Revenue Use and Land Use inspections. Inspectors have been onsite since June 2nd reviewing agreements, payments and the cost allocation study. A physical inspection was also conducted to verify land use (surplus property and ground lease agreements). A final report will be prepared.

Ms. Callahan reviewed the FAA Audit process and what they look for. Ms. Callahan stated the Audit was ongoing for 2 weeks. Ms. Callahan indicated that the FAA stated everything was good. They did not find anything significant during the Audit. Ms. Rougeux stated that the staff should be commended for good record keeping.

4. SRAA Board

Meeting/tour with Dr. Chin

Airport orientation and tour conducted on May 23rd. ABO training completed 6/6/14.

5. Regional Advisory Board

Cortland and Madison Counties have made appointments.

New appointment from Oneida County (Commissioner of Aviation vacancy has been filled).

Common Council appointment's term has expired; reminder letter sent to Common Council President and Majority Leader.

Next meeting is on August 13th 2014.

6. Security

Year two of the contract with G4S is coming to an end and we are approximately \$50k under budget.

7. Public Relations/Media/Community Involvement

SYR Terminal Security Project awarded Spotlight Award by the CNY Business Journal.

Plans continue for the NYAMA Fall Conference, Sep 17-19, at the Crowne Plaza. Tony Basile, Director of Operations for the Northeast UAS Airspace Integration Research Alliance, Inc. (NUAIR) is the featured speaker at the keynote luncheon.

Launch event for the new Myrtle Beach service was held on May 29th.

8. Upcoming Items

Onondaga County Sheriff's Department interested in leasing a parcel of land located on Malden Road. A new facility would be built to house their Property and Evidence and Special

Enforcement Operations, currently housed in two separate locations. New facility would also house their helicopter. Discussions are ongoing.

Landmark Aviation is interested in updating the General Aviation Terminal Building. They have been asked to provide us with a development plan. Discussions are ongoing.

TSA is undergoing a re-organization – Brian Johannsen, the FSD in Albany will now oversee all NYS airport north of Westchester. The FSD has been invited to attend the November Board meeting.

Plans are currently underway for an Airport-wide employee appreciation day.

We are working with Creative Food and CenterState on a “Business After Hours” event which will feature samples from Middle Ages.

CFO's Report

- Mr. Amond informed the Board that he has been working on finalizing the budget along with Ms. Fogarty and Ms. Callahan.
- Mr. Amond stated the status of various agreement reports has been updated for the Board.
- Mr. Amond indicated he has been working with Ms. Fogarty on the purchasing and accounts payable issues as we approach the transition point, moving from the City of Syracuse paying all the bills over to the Authority, issuing purchase orders on our own behalf. There will be a transition period and the City of Syracuse has agreed to issue checks for purchase orders that were issued in this current year as we move to new purchase orders for the next fiscal year where the Authority will take over the full responsibility as well as purchasing.
- Mr. Amond has been working with Onondaga County Purchasing to make sure everything is in place as we phase into the new process.
- A module has been purchased and been added to our own accounting system so we can issue purchase orders directly or we can use Onondaga County Purchasing for complicated items where they would have specialized knowledge.
- We also contracted with Testone, Marshall & Discenza to review the internal policies that we created relating to purchasing and accounts payable. Testone, Marshall & Discenza were selected since we cannot use D’Arcangelo since they will be firm performing our audit.
- Mr. Amond stated we finalized an agreement with Hancock Estabrook, LLP for General Counsel Services while our General Counsel position is not filled. We are looking at filling the General Counsel position later this year or early 2015.

- Meetings have been held with D’Arcangelo to finalize arrangements to do the Authority’s Audit.
- We have been looking for ways of utilizing our current accounting software to produce reports.
- Work continues on the Employee Handbook.

Chair Fisher informed the Board how Onondaga County and the City merged together for purchasing. He also indicated that State law changed this year and now shared services like this can be provided to Public Authority’s and this also can be done for other counties.

Committee Reports

(Copy of each Committee Report attached)

- Mr. John B. Johnson gave the Finance Committee Report.
- 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.

Regional Advisory Board Report

Mr. Grant Sussey reported on the Regional Advisory Meeting that was held on June 5, 2014. Mr. Sussey indicated that the RAB Board continues to work on developing their goals. There was a new member at the meeting from Cortland County, Mr. Richard Bushnell. Mr. Sussey reviewed some of the goals that have been created. He stated not only are they providing advisory information but serve as a conduit of communication between the airport and the areas the RAB Members represent. The RAB Board members are willing to take on more active roles and participate in strategic planning, focus groups, and brainstorming. The next meeting is on August 13th, the members will tour the Airport and airfield to learn more about the Syracuse Airport.

Department of Aviation Report

Airfield Maintenance:

Mr. John Smorol (Airport Maintenance Supervisor-Airfield)

Main focus during May has been following up on the FAA Letter of Correction. After carefully planning and prioritizing every item needed to be addressed, the Maintenance Dept. has begun to make significant progress in correcting each item accordingly.

1. 15/33 Runway centerline markings repainted

2. Movement area ruts repaired
3. Sign repaired at the north end of Taxiway Mike
4. Movement area including runways light repair
5. 10/28 Runway repainted

Meeting:

- Key Staff Meeting
- SAMCO Meeting
- Airport Emergency Plan Tabletop Exercise
- Labor Management Meeting
- RON Apron Construction Meeting
- FAA Inspection Meeting

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

Captain Terry Krom

- Responded to 41 alarms including fire alarm activations, medical emergencies, smoke/odor reports and aircraft emergencies

ARFF conducted the Airport Emergency Plan Annual Review and table top exercise on May 14.

Building Maintenance:

Mr. Ron Bowles (Airport Maintenance Supervisor-Terminal)

C & S Tech finished repairs to South Garage stairwell that had water damage from burst sprinkler pipe. Work was done under the insurance claim that was filed by HF & C as a result of the damage.

J&B Installations finished up roof replacements on the South gate stairwells – this completes the South Concourse Roof Replacement job that had started last fall. Final roof inspection was conducted and job closed out.

GP Land has started replacement of carpeting on the North and South Gate entries, plus carpeting behind the car rental offices and elevators in the parking garage and terminal. They also replaced some tile flooring in ARFF Station 4.

- Maintained/Ordered stock as needed, including additional stock for new restroom facilities
- Performed building walk throughs
- Assignment reviews

- Met with vendors
- Addressed personnel issues
- Handled scheduling

Meetings:

- 5/1/14 – SAMCO
- 5/9/14 – Temp employee interview
- 5/14/14 – Emergency plan table top
- 5/16/14 – E.O.C. Progress
- 5/20/14 – Parking Garage Repairs
- 5/22/14 – Terminal electrical service interruptions

Finance/Accounting:

Maureen Fogarty (Airport Accounting Division)

- Invoices mailed
- Revenues recorded
- Requisitions for commodities and services submitted
- Audits of tenants
- Submittal of invoices to City Finance for subsequent payment and reimbursement
- Time keeping and payroll for hourly and bi-weekly.

Projects

- Working on review of drawings and measurements of “Terminal Measurement Project” (full scale re-measurement of entire airport terminal including additional passenger and baggage screening areas, new concession allocation and confirmation of space currently leased by tenants). Continue to look at “plan” as build-out of concessions is underway to finalize actual numbers vs. planned.
- Working on facilitating Car Rental Relocation for 6 months during the Parking Garage Structural Repairs. Attempting to ensure that their business is minimally disrupted to ensure our revenue flow is not jeopardized. Planning continues- anticipated to start mid-late June
- Working on Jetbridge Gate Electrification Project and coordinating work with airlines to ensure their schedule is minimally interrupted and our revenue flow is not jeopardized. Project underway.
- FAA Audit – have responded to comprehensive list of documents requested in advance of their site visit (Scheduled June 2, 2014)

G4S:

Michael Calkins (Site Supervisor)

- Challenges – 3077
- Arrests - 0
- Property Checks - 3430
- Pistol Verifications - 1
- Parking Tickets - 189
- Uniform Traffic Tickets (UTT) - 1
- Incidents – 287
- DR Reports - 14

Operations:

Mr. Antimo Pascarella (Airport Operations Officer)

- Sent Purvis notifications regarding any/all airport related issues
- Oversaw and maintained Field Condition Reports
- Day to day field inspection, wildlife, and escorts
- Non-movement area drivers training with new arrivals & construction people
- Worked with Maintenance Dept. addressing/repairing items from LOC

Personnel:

Ms. Laurie Sabel (Personnel Administrator)

- Coordinated Diversity training for City Personnel
- Conducted interviews and processed documents for prospective new hires
- Finalized Transfer of Function for Personnel Administrator
- Analyzed and documented information regarding Worker's Compensation
- Processed incident reports involving employee injuries
- Processed personnel requisition forms
- Processed documents for verification of employment
- Attended OSHA training
- Participated in OCEBA board meeting
- Provided assistance to employees
- Posting required employee information

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
- **Terminal Security Upgrade – Change Order #3 – Start & Complete in 2014**

- RON Ramp and Taxiway – Construction Started
- SRE Building Upgrade – Under Review in Engineering
- Sand Building Upgrade – Pre-Bid Meeting Scheduled/Complete in 2014
- Parking Garage Structural Repair – Contract Awarded/Complete in 2014
- Maintenance Area Repaving – Pre-Bid Meeting Complete
- Emergency Operations Center – Construction Started
- Relocation of IT Hardware & Cabling to Data Centre
- Concourse Electrical & Pre-Conditioned Air Upgrades – Construction Restarted
- Parking Garage & Uncovered Parking Lots Lighting Upgrade – Rebid Required
- Surface Sensor System Replacement - Completed
- Routinely made updates to the website
- Successfully addressed over 40 Help-Desk cases
- C&S – Photo Voltaic Array Installation (Permit Process)
- 174th FW NYANG – Windmill Installation (Permit Process)
- AT&T – Fiber Optic Cable Install/Easement Approval (Permit Process)

***Red indicated change from last report**

Security:

Beth Cooper (Security Coordinator)

- 73 sets of fingerprints submitted to the FBI
- Trained and badged 59 individual
- 72 threat assessments submitted to the Department of Homeland Security

Travel/Miscellaneous:

Ms. Cheryl Herzog/Patty Jeschke

- Scheduled various meetings for the Commissioner of Aviation
- Arranged for accommodations of food service and meeting areas
- Prepared packets for meetings
- Prepared minutes for Committee and Authority meetings.
- Arranged various travel requests
- Completed all invoice forms received
- Prepared all necessary paperwork for the Executive Director's signature from consultants
- Maintained files
- Maintained calendar with staff time off requests
- Maintained mileage logs

- Working with Jeff/Ray on getting Contract Drawings transferred to electronic files
- Working with Tony Geruso on transferring all vehicle registrations/titles to SRAA – All registrations in – Titles are coming in now.
- Working with John Carni and individual Depts. on Que Centre

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

Old Business

There was no Old Business to discuss.

New Business

Resolution #16-Resolution Adopting the 2014-2015 Syracuse Regional Airport Authority Consolidated Budget was moved by Mr. Johnson and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher.

Mr. Amond summarized the Budget with the Board Members

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #17-Resolution Authorizing an Agreement for Retirement Health Insurance Benefits Plan Between the Syracuse Regional Airport Authority and the Onondaga County Employee Health Benefit Agreement was moved by Ms. Scruton and seconded by Mr. Nicotra and was unanimously approved.

The resolution was presented by Chair Fisher.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #18-Resolution Approving Sublease of Portion of 123 Air Cargo Road by MGL Airport Realty, LLC to Interboro Management, Inc. was moved by Ms. Ware and seconded by Ms. Scruton and was unanimously approved.

The resolution was presented by Chair Fisher.

Ms. Callahan reviewed the Resolution with the Board.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #19-Resolution Authorizing the Syracuse Hancock International Airport to Sponsor the 2014 New York Aviation Managers Association Annual Meeting 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: 8 ayes, 0 nays

Resolution #20-Resolution Authorizing Issuance of GAC Work Order for Grant Ineligible Project-Parking Garage Rehabilitation-Phase I was moved by Ms. Rougeux and seconded by Ms. Ware and was unanimously approved.

The resolution was presented by Chair Fisher.

Ms. Callahan reviewed the Parking Garage Rehabilitation-Phase I project with the Board.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #21-Resolution Authorizing Issuance of GAC Work Order for Grant Eligible Project-Rehabilitate Snow Removal Equipment Storage Building Access Road and Apron was moved by Mr. Johnson and seconded by Mr. Thompson and was unanimously approved.

The resolution was presented by Chair Fisher.

Ms. Callahan reviewed the Resolution with the Board.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Resolution #22-Resolution Appointing the Chief Fiscal Officer as the Records Retention Officer of the Syracuse Regional Airport Authority was moved by Ms. Ware and seconded by Mr. Nicotra and was unanimously approved.

The resolution was presented by Chair Fisher.

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

Adjournment

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

The motion was approved: 8 ayes, 0 nays

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

DRAFT