

## Minutes of the Regular Meeting of the Syracuse Regional Airport Authority March 11, 2016

Pursuant to notice duly given and posted, the regular meeting of the Syracuse Regional Airport Authority was called to order on Friday, March 11, 2016 @ 12:12 p.m. 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. Shiu-Kai Chin  
Mr. Patrick Mannion  
Mr. Michael Quill  
Ms. Beth Rougeux  
Mr. Bill Simmons  
Dr. DeSiato  
Mr. John B. Johnson Jr.  
Mr. Michael Shusda

### Members Absent:

Ms. Irene Scruton

### Also Present:

Ms. Christina Callahan  
Mr. Trent Amond  
Ms. Cheryl Herzog  
Ms. Patty Jeschke  
Ms. Heather Malinowski  
Ms. Linda Ryan  
Mr. R. John Clark  
Hon. Morris Sorbello (RAB)

### Roll Call

As noted, all Board members were present, except for Ms. Irene Scruton

### Reading and Approval of the Minutes

A motion was made by Mr. Shusda and seconded by Ms. Rougeux and was unanimously approved to accept the minutes from the February 12, 2016 meeting.

The motion was approved 10 ayes, 0 nays.

**Executive Session:** The members in attendance went in to Executive Session to discuss proposed, pending or current litigation; financial credit and employment history of a particular person or corporations; and a proposed standard lease of real property by the Authority. The motion was made by Chair Fisher and seconded by Mr. Mannion. Board members, Ms. Callahan, Mr. Amond and Mr. R. John Clark went into executive session at 12:14 p.m.

Executive session ended at 1:06. No action was taken.

Mr. Mannion and Mr. Bey were excused after Executive Session.

**Resolutions:**

- **Resolution Authorizing the Creation of the Position of Director of Airport Operations for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Ms. Rougeux and was unanimously approved.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Authorizing the Creation of the Position of Director of Terminal/Landside Operations for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Dr. DeSiato and unanimously approved.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Authorizing the Creation of the Position of Director of Airfield Maintenance for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux, seconded by Dr. Chin and unanimously approved.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Authorizing the Creation of the Position of Assistant Director of Terminal/Landside Operations for the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Dr. DeSiato and unanimously approved.

The resolution was discussed in Executive Session.  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

- **Resolution Approving the Fiscal Year End 2015 Draft Audit of the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Mr. Johnson and unanimously approved.

The Resolution was presented by Mr. Chip Clark of D'Arcangelo & Co., LLP. Mr. Clark met with the Audit Committee prior to this meeting. Mr. Clark reviewed a summary of audit with the Board.

Dr. Chin asked about closing procedures and who has control over them. It is shared between SRAA and City of Syracuse. Dr. DeSiato explained that the Audit Committee discussed putting strategies in place for what we control and also having some type of communication with the City.

Mr. Simmons asked if the deficiency has any effect on our credit rating. No.

Chair Fisher discussed the need for the GASB 45 requirement of health care for retirees. SRAA doesn't account for yet, but will need to plan on it for the future.

Chair Fisher explained the audit committee met with the accountant separately from management. There are not any great concerns. There were a couple of minor ideas the Committee will discuss with management but it is nothing they need to discuss now.

The resolution was adopted: 8 ayes, 0 nays

Chair Fisher thanked Mr. Clark for coming.

- **Resolution Amending Syracuse Airport Authority Governance Committee Charter** was moved by Dr. DeSiato, seconded by Ms. Rougeux and unanimously approved.

The Resolution was presented by Chair Fisher and Attorney R. John Clark. Chair Fisher explained Ms. Scruton had some concerns about conflicts between the Governance Committee charter and the Board Development Committee charter, as well as the automated way members of the Board Development Committee were appointed. The Governance Committee met to discuss these issues. Mr. Clark

explained basically that there was an overlap in both committee charters and noted how both Charters were amended.

The resolution was adopted: 8 ayes, 0 nay

- **Resolution Amending Syracuse Regional Airport Authority Board Development Committee Charter** was moved by Ms. Rougeux, seconded by Mr. Simmons and unanimously approved.

Resolution was presented by Chair Fisher.

Dr. DeSiato asked if this would include Board Member Orientation. Ms. Callahan stated that we currently have training, but this just makes it more formal.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Finance Committee for the Syracuse Regional Airport Authority** was moved by Mr. Simmons, seconded by Mr. Quill and unanimously approved by voice vote.

The resolution was presented by Chair Fisher and Ms. Callahan

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Audit Committee for the Syracuse Regional Airport Authority** was moved by Dr. Chin, seconded by Mr. Simmons and unanimously approved by voice vote.

The resolution was presented by Chair Fisher

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Governance Committee for the Syracuse Regional Airport Authority** was moved by Ms. Rougeux, seconded by Mr. Quill and unanimously approved by voice vote.

The resolution was presented by Chair Fisher

There was no further discussion regarding the resolution.

The resolution was adopted: 8 ayes, 0 nays

- **Resolution Appointing Members and Chair of the Human Resources Committee for the Syracuse Regional Airport Authority** was moved by Dr. DeSiato, seconded by Ms. Rougeux and unanimously approved by voice vote.

The resolution was presented by Chair Fisher  
There was no further discussion regarding the resolution.  
The resolution was adopted: 8 ayes, 0 nays

### **Old Business**

Mr. Johnson asked if there was an update on the parking garage situation. Ms. Callahan stated that the transition to Republic Parking is mostly finished with the exception of the E-Z Pass conversion. Republic Parking, Thruway Authority and TTI (software vendor) are working to create a software program that will allow all three to communicate. We would like to have it work as a true E-Z Pass system. Ms. Callahan shared that several improvements have been made regarding the concerns that were shared at last meeting.

### **Creative Food Update**

Roger Schwandtner and Saniya Isani gave a presentation and stated their company has been at the airport for 2 years. Their updated proposal is in the board packets. Last year, the sales projection was \$7,300,000 – actual sales were 7,250,000. Sales from enplaned passengers went from \$4.40 Delaware North to \$7.25 Creative Foods. All construction is complete. Creative Foods had projected an investment of \$3,300,000, actual investment was \$4,300,000. Mr. Schwandtner feels it has worked out well for both SRAA and Creative Foods.

Ms. Isani reviewed their current proposal. Ms. Rougeux asked if there is a fee to the customer if they use Grub Hub. There is no fee.

Chair Fisher asked Creative Foods to get management the numbers of what employment level is in terms of full time equivalents now as opposed to before they took over and what is the impact on the job levels with these changes.

Dr. Chin asked a question about the operation of Grub Hub and the TSA screening. Ms. Callahan explained how it would work.

Dr. DeSiato complimented Creative Foods on their work.

## **“Syracuse” Sign Update**

Ms. Callahan gave the quotes to bring in the old sign and design the new Syracuse sign. Management’s recommendation would be to have Allied Signs create an LED sign, (which would not be an exact replica) and bring in the existing sign to the lobby to use as an historical piece for \$30,000 total.

There was brief discussion. Ms. Rougeux has discussed with the Mayor and she approves of the plan. Board members agree this is good plan.

## **New Business**

Ms. Callahan shared that she and Mr. Amond went to a conference and had meetings with several air carriers and also met with other airports. They spoke about the great improvements, the transition, bringing in additional service. The meetings are only twenty minutes and the purpose is to not have decisions but to obtain a follow up meeting/conversation with the carriers. American Airlines was very happy with the performance they have in Syracuse.

Ms. Callahan stated that the garage consultant has been selected to work on the Parking Conceptual Design Study. The firm’s name is Carl Walker.

Ms. Callahan shared that we have received the proposals for the General Airport Consultants and Independent Fee Estimators RFQ. Dr. DeSiato will assist in the review of proposals and the interviews.

Ms. Callahan explained that we are working diligently on the 2016 Air Show. She will have a presentation at next board meeting. Mr. Johnson asked about Fort Drum. Ms. Callahan shared that we expect there to be involvement by some of the units stationed at Fort Drum.

Ms. Callahan shared that management is working on the budget and capital improvement program for 2016-2017. They will present the first draft at the Finance Committee next month and the Board will see it at the May meeting.

Ms. Callahan discussed that the Airport Use Agreement negotiations are going well. The next meeting is in April. Goal is to have a signed agreement by July 1.

Chair Fisher shared that the Board Development Committee met and discussed how to set up a succession plan for the Board Chair. Chair Fisher has discussed with the Mayor. Chair Fisher shared his plan. The Board Members agree with his plan.

## **Adjournment**

A motion was made by Mr. Simmons and seconded by Ms. Rougeux to adjourn the meeting. The motion was approved: 8 ayes, 0 nays

The meeting was adjourned at 2:06 p.m.

DRAFT